



**Board Report  
January 10, 2019**

IF YOU REQUIRE ANY ACCOMMODATION (I.E. QUALIFIED INTERPRETER, HEARING ASSISTANCE, ETC) IN ORDER TO ATTEND THIS MEETING, PLEASE NOTIFY THE CENTRAL RESOURCE LIBRARY AT (913) 826-4600 NO LATER THAN 48 HOURS PRIOR TO THE SCHEDULED COMMENCEMENT OF THE MEETING.

## AGENDA

JOHNSON COUNTY LIBRARY BOARD OF DIRECTORS  
REGULAR MEETING, JANUARY 10, 2019  
CENTRAL RESOURCE LIBRARY  
CARMACK MEETING ROOM  
4:00 P.M.

- I. Call to Order
- II. Citizen Comments
- III. Remarks
  - A. Members of the Johnson County Library Board of Directors
  - B. Board Chair, Nancy Hupp
  - C. Friends of the Library, Julie Steiner
  - D. Executive Director, Johnson County Library Foundation, Stephanie Stollsteimer
  - E. Liaison, Board of County Commissioners
- IV. Reports
  - A. Board Counsel – Fred Logan
    - a) Explanation of legal principles governing disposition and use of Library real estate and facilities
  - B. County Librarian Report
    - 1. Finances and Statistics – Nicki Neufeld .....5
      - a) Trends in Fines and Fees – Adam Wathen .....11
    - 2.Strategic Plan – Sean Casserley
      - a) Completion of operational goals
    - 3.Comprehensive Library Master Plan – Scott Sime
      - a) Lenexa City Center .....20
        - i. Lenexa Collection Moving – Kevin Chacey .....24
    - 4.Updates – Sean Casserley
      - a) Request from the Friends of the Library to hold the book sale at Lackman
      - b) Lessons learned from the Monticello opening
      - c) Scheduling joint meeting with the Board of County Commissioners
- V. Consent Agenda
  - A. Action Items:
    - 1. Minutes of the December 13, 2018, Library Board meeting .....29
  - B. Information Items
    - 1. Financial and Personnel
      - a) The County Librarian and the Finance Director certify those payment vouchers and personnel authorizations for October 2018 were handled in accordance with library and County policy.
      - b) The October 2018 Revenue and Expenditure reports produced from the County's financial system reflect the Library's revenues and expenditures
  - C. Gift Fund Report
    - 1. Treasurer's Report .....41
- VI. Old Business
  - 1. Action item: Consideration of approval of the Collection Development Policy .....42

2. Action item: Consideration of approval of the Interlocal agreement with Olathe Public Library .....	88
VII. New Business	
1. Action item: Consideration of temporary closing of the Corinth Library .....	93
2. Action item: Consideration of approval of a Memorandum of Understanding with the Northwest Kansas Library System .....	94
3. Action item: Consideration of approval of a Memorandum of Understanding with the City of Merriam .....	96
VIII. Adjournment	

## **Suggested Motions**

### **Consent Agenda**

Suggested Motion: I move that the Library Board of Directors approve the consent agenda.

### **Consideration of approval of the Collection Development Policy**

Suggested Motion: I move the Library Board of Directors approve the revised Collection Development Policy.

### **Consideration of approval of the Interlocal agreement with Olathe Public Library**

Suggested Motion: I move the Library Board of Directors approve the corrected interlocal cooperation agreement with Olathe Public Library through December 31, 2019.

### **Consideration of approval of the temporary closing of the Corinth Library**

Suggested Motion: I move that the Library Board of Directors approve the closure of Corinth library for up to six days in February 2019 for installation of a sorter.

### **Consideration of approval of a Memorandum of Understanding with the Northwest Kansas Library System**

Suggested Motion: I move the Johnson County Library Board approve the MOU between Johnson County Library and Northwest Kansas Library System through December 31, 2019.

### **Consideration of approval of a Memorandum of Understanding with the City of Merriam**

Suggested Motion: I move that the Board approve the Memorandum of Understanding between the Johnson County Library and the City of Merriam to locate and build a library branch in the Vavra development site.

**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category (.75 Increase Only)**  
**October 2018**  
**83% of year lapsed**

**OPERATING FUND**

	<b>2018</b>
<b>Programs</b>	<b>Budget</b>
Revenue	2,806,736
Administrative Services	
Information Technology	
Collection Development	700,000
Branch/Systemwide Services	
Transfer to Capital Projects	0
Interfund Transfers	127,540
<b>TOTAL OPERATING FUND EXPENDITURES</b>	<b><u>\$827,540</u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING OPERATING</b>	<b><u><u>\$1,979,196</u></u></b>

**SPECIAL USE FUND**

	<b>2017</b>
	<b>Budget</b>
Revenue:	3,138,844
Expenses:	
Contractual Services (General Maintenance)	
Commodities (Capital Equipment)	
Transfer to Debt Payment	824,741
Transfer to Debt Payment - CLMP	2,725,526
Transfer to Capital Projects	0
<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>	<b><u>\$3,550,267</u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING SPECIAL USE</b>	<b><u><u>(\$411,423)</u></u></b>
<b>TOTAL .75 INCREASE FUNDS REMAINING ALL FUNDS</b>	<b><u><u>\$1,567,773</u></u></b>

## Expenditure of Friends of the JCL Donations 2018

<i><b>Expenditure Details</b></i>	<i><b>Current Month</b></i>	<i><b>YTD</b></i>
Volunteer Recognition	\$0.00	\$1,193.18
Advertising/Promotion	0.00	0.00
Collection Materials	0.00	0.00
Professional Development/Staff Recognition	0.00	0.00
Technology/Recruitment Consulting & Expenses	0.00	0.00
Strategic Planning meeting supplies	0.00	139.44
GEM Award/Staff Recognition	0.00	0.00
Homework Help and Tutor.com	0.00	0.00
Summer Reading Club/Elementia	0.00	0.00
Other Library Programming	0.00	581.57
MidAmerica Regional Council	0.00	0.00
Joint Board Meeting Expense	0.00	0.00
Board Travel Expenses	0.00	2,780.25
Board Retreat Expenses	0.00	346.15
Miscellaneous	0.00	0.00
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ 5,040.59</b>

# JOHNSON COUNTY LIBRARY TOTAL REVENUE REPORT

November 2018  
92% of Year Lapsed

REVENUE ALL FUNDS	2018 Year to Date	2018 Budget	% Budget Year to Date	% Budget YTD Prior Year
Ad Valorem	31,062,763	31,144,550	100%	100%
Ad Valorem Delinquent	310,070	276,989	112%	101%
Motor Vehicle	3,117,857	3,077,115	101%	97%
Library Generated - Copying/Printing	95,750	99,255	96%	96%
Library Generated - Overdues / Fees	546,917	725,000	75%	72%
Sale of Library Books	50,000	57,832	86%	86%
Misc Other	629,554	348,746	181%	159%
Library Generated - Other Charges	84	3,570	2%	2%
Investment	258,449	139,179	186%	209%
Unencumbered Balance Forward	0	10,000	0%	0%
Recreational Vehicle Tax	12,208	8,186	149%	179%
Commercial Vehicle Tax	56,969	49,072	116%	81%
Heavy Trucks Tax	810	2,322	35%	89%
Rental Excise Tax	35,752	29,560	121%	104%
State and Federal Grants	126,657	254,678	50%	53%
<b>TOTAL REVENUE</b>	<b>36,303,839</b>	<b>36,226,054</b>	<b>100%</b>	<b>99%</b>

Expenses ALL FUNDS with Collection Encumbrance	2018 Year to Date	2018 Budget	% Categories Expended
Salaries and Benefits	16,173,961	19,132,976	85%
Contractual Services	3,806,040	4,019,965	95%
Commodities	4,091,797	5,125,453	80%
Risk Management Charges	80,415	108,070	74%
Capital / Maintenance / Repair	1,147,850	3,320,701	35%
Transfer to Debt Payment	824,741	834,741	99%
Transfer to Capital Projects	2,725,526	3,138,844	87%
Grants	126,657	254,678	50%
Interfund Transfer	127,540	290,626	44%
<b>TOTAL EXPENDITURES</b>	<b>29,104,527</b>	<b>36,226,054</b>	<b>80%</b>

Revenue - Expenses as of November 30, 2018 7,199,312

RESERVES ALL FUNDS As of 12/31/17  
Reserves Operating Fund 6,922,942  
Reserves Special Use Fund 867,243  
Total JCL Reserves as of 12/31/2017 7,790,185

**Scheduled Replacement Account****REVENUE RECEIVED TO DATE**

2015 Fund Transfer	350,000
2016 Fund Transfer	699,000
2017 Fund Transfer	1,130,250
2018 Fund Transfer	1,147,850

<b>Total Revenue</b>	<b><u>3,327,100</u></b>
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**2018**

Contractual Services	1,295,496
Building Repair	55,037
Architectural Services	242,222
Furnishings and Office Equipment	73,032
HVAC	153,583
Sorter Parts and Labor	4,113
Security System Maint & Repair	33,549
Vehicles	66,488
AED Equipment	9,613
	<b>1,933,133</b>

<b>Budget Remaining</b>	<b>1,393,967</b>
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**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Cost Category**  
**November 2018**  
**92% Year Lapsed**

<b>OPERATING FUND</b>		<b>2018</b>	<b>2018</b>	<b>% Program</b>
	<b>Programs</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Expended</b>
	Administrative Services	4,354,192	7,045,836	62%
	Information Technology	2,021,117	2,697,938	75%
	Collection Development	3,891,441	4,074,120	96%
	Branch/Systemwide Services	13,546,335	14,129,195	96%
	Risk Management Charges	80,415	108,070	74%
	Grants *	126,657	254,678	50%
	Transfer to Capital Projects	1,147,850	3,320,701	35%
	Interfund Transfer	127,540	290,626	44%
<b>TOTAL OPERATING FUND EXPENDITURES</b>		<b>25,295,548</b>	<b>31,921,164</b>	<b>79%</b>

<b>SPECIAL USE FUND</b>		<b>2018</b>	<b>2018</b>	<b>% Budget</b>
		<b>Year to Date</b>	<b>Budget</b>	<b>Expended</b>
	Contractual Services (General Maintenance)	68,105	16,305	418%
	Commodities (Capital Equipment)	34,927	315,000	11%
	Transfer to Debt Payment	824,741	834,741	99%
	Transfer to Capital Projects	2,725,526	3,138,844	87%
<b>TOTAL SPECIAL USE FUND EXPENDITURES</b>		<b>3,653,300</b>	<b>4,304,890</b>	<b>85%</b>

<b>TOTAL EXPENDITURES</b>	<b>28,948,848</b>	<b>36,226,054</b>	<b>80%</b>
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**JOHNSON COUNTY LIBRARY: Summary of Expenditures by Type**  
**November 2018**  
**92% Year Lapsed**

<b>ALL FUNDS</b>		<b>2018</b>	<b>2018</b>	<b>% Categories</b>
	<b>Categories</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Expended</b>
	Salaries and Benefits	16,173,961	19,132,976	85%
	Contractual Services	3,806,040	4,019,965	95%
	Commodities	3,936,118	5,125,453	77%
	Risk Management Charges	80,415	108,070	74%
	Capital / Maintenance / Repair	1,147,850	3,320,701	35%
	Transfer to Debt Payment	824,741	834,741	99%
	Transfer to Capital Projects	2,725,526	3,138,844	87%
	Grants	126,657	254,678	50%
	Interfund Transfer	127,540	290,626	44%
<b>TOTAL EXPENDITURES</b>		<b>28,948,848</b>	<b>36,226,054</b>	<b>80%</b>

GRANTS*	Expenditures through 11/30/2018	Source	Received	Expenditures	Grant Award	Budget Remaining
285000079	2018 State Aid Grant	State	3/5/2018	\$126,512.64	\$126,657.28	\$144.64

\*Includes all expenditures and revenues over the life of the grant. (Includes multiple years due to the grants crossing fiscal years).

# Trends in Fines – Policy

January 10, 2019

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# Trends in Fines – Policy

- ARM 20-10-91 – Overdue Lost, or Damaged Materials Fee Schedule
- ARM 20-10-90 – Fee Schedule (charges made to patrons for direct services)
  - \$.30 daily with a maximum of \$6.00 per item
  - \$25.00 of fines suspends borrowing privileges
  - Establishes fees for various services (photocopying, printing, etc.)



# Trends in Fines – Policy

- ARM 50-30-40 (2009)
  - Allows the finance office to write off accounts owing less than \$100 and more than three years old
  - Prohibits the library from writing off these debts and enforces that they remain collectible

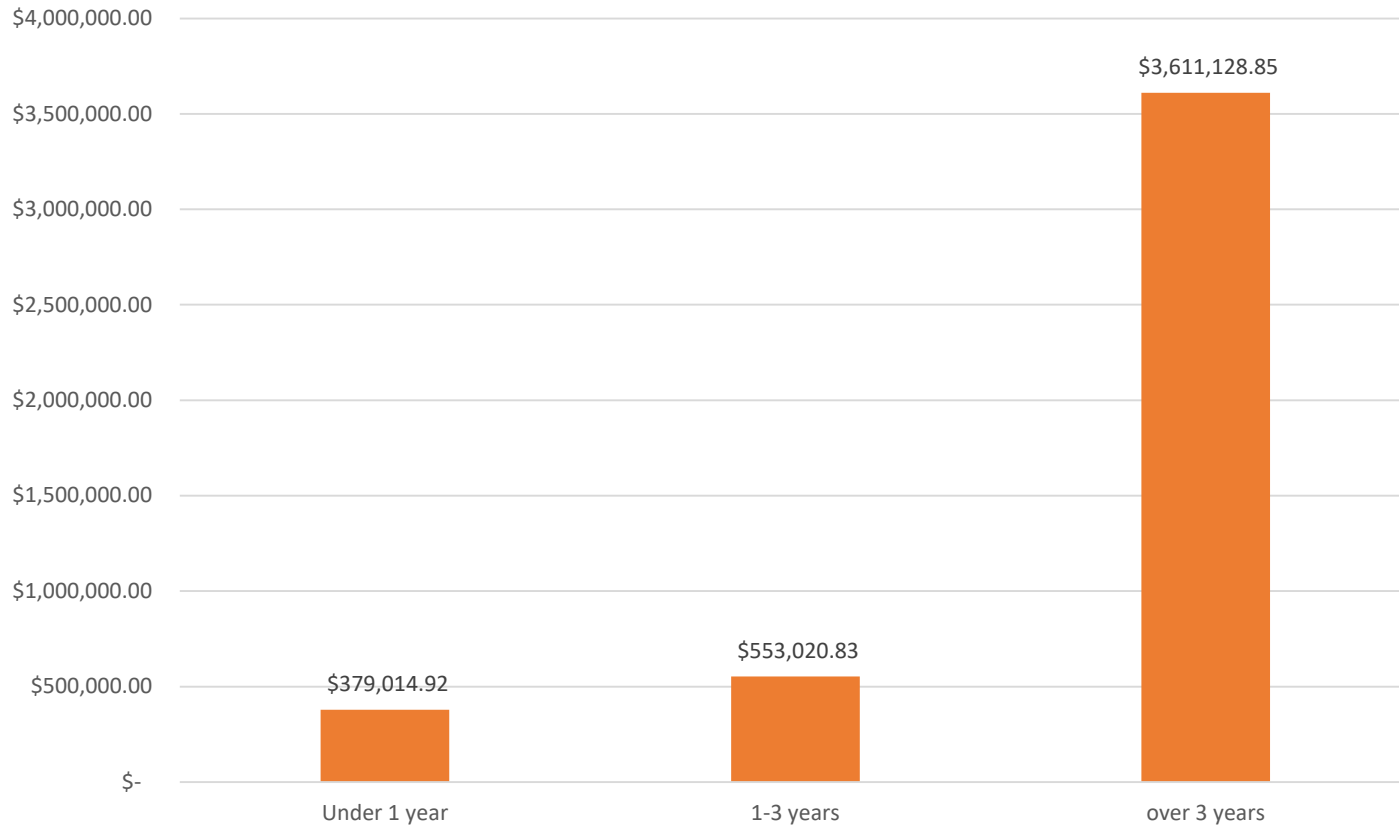


# Trends in Fines – Policy

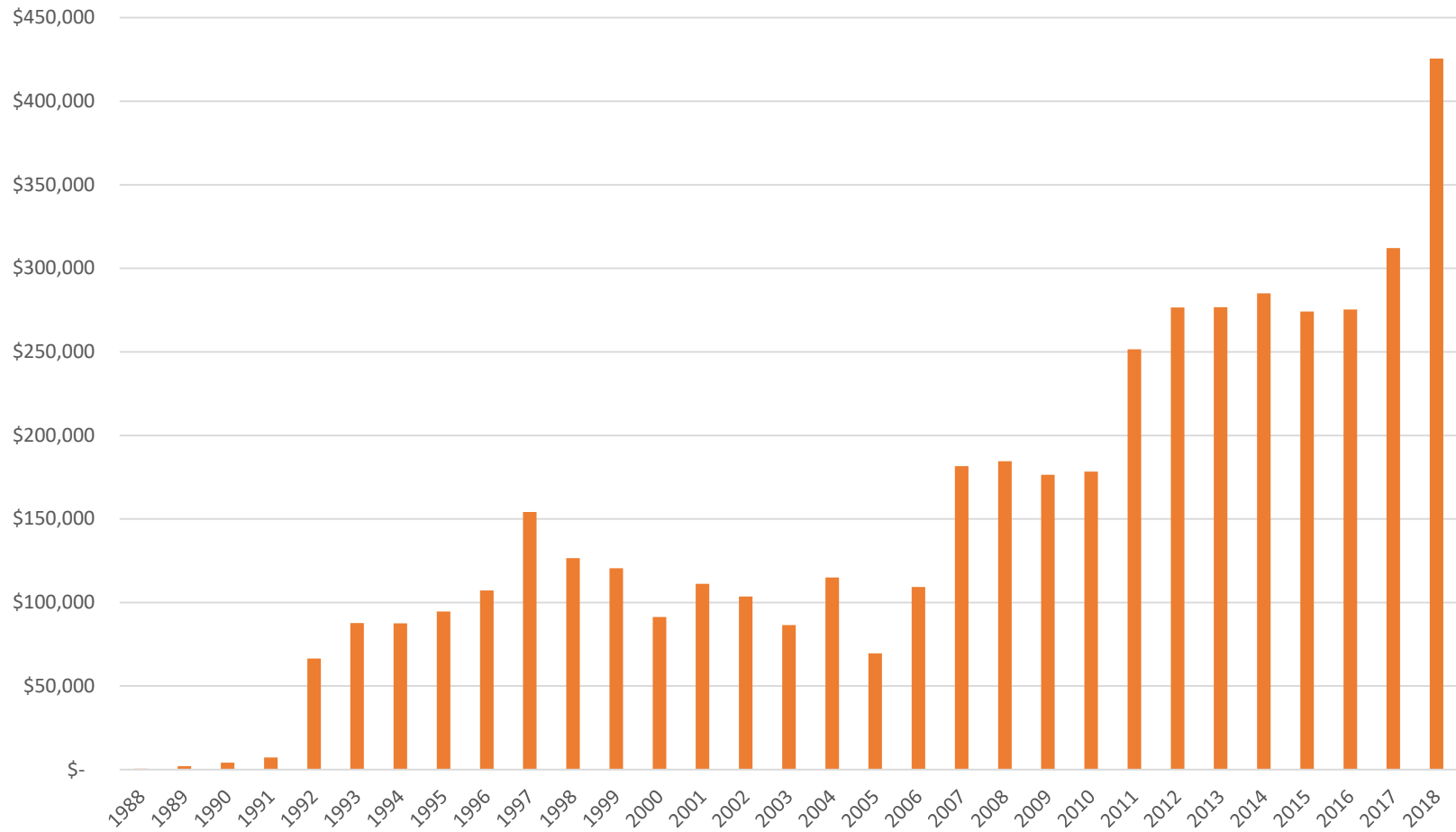
- ARM 20-10-95 (2011)
  - In 2011, the library could eliminate any fines \$6.00 or less billed before 2008
  - The library can eliminate fines older than five years and \$3.00 or less



# Fines Owed by Year Assessed



# Fines Owed by Last Patron Activity Date

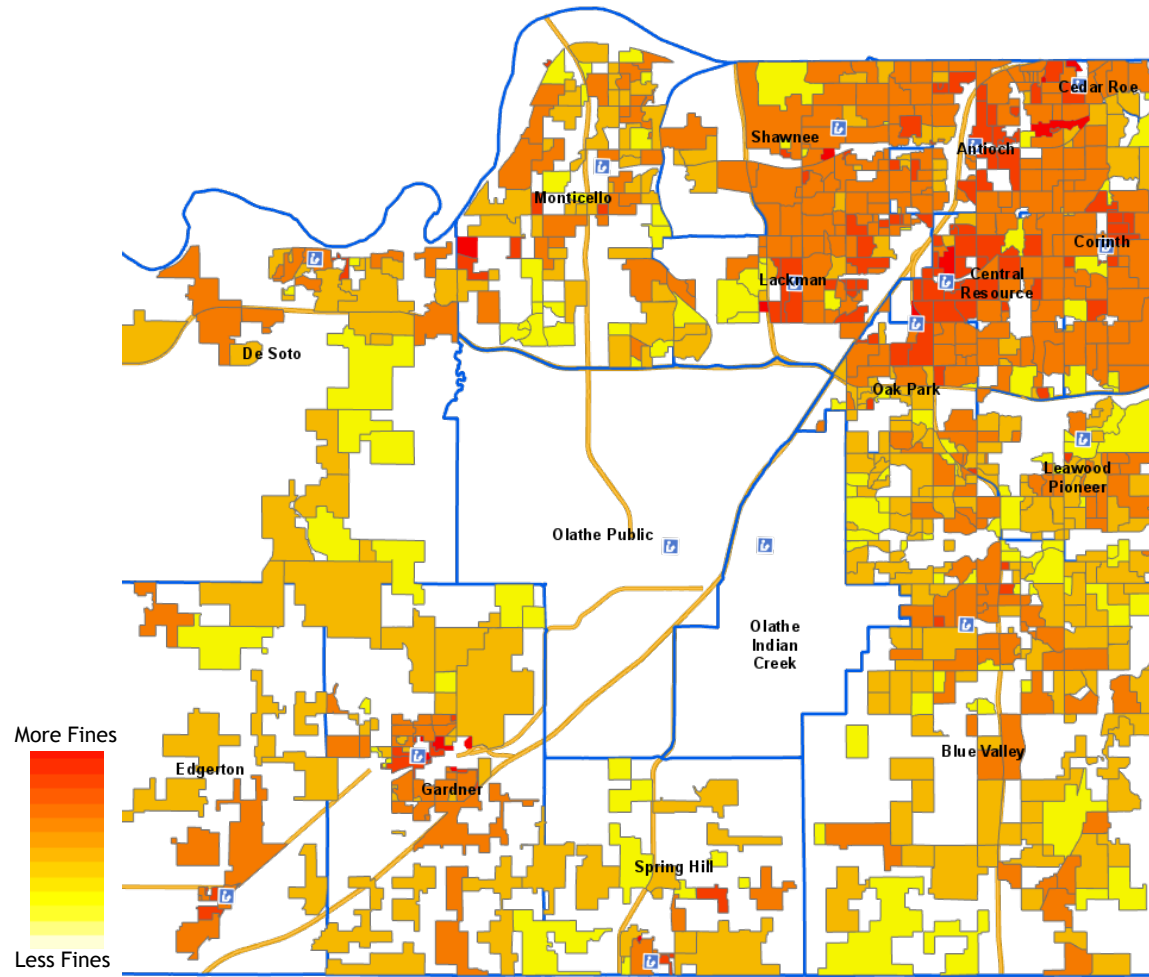


# Trends in Fines – Our Community

- In 2018 DTI-AIMS assisted us in fines research
- Do fines impact demographic groups evenly or is there inequity?



# Trends in Fines – Our Community



# Trends in Fines - Mitigation

- Waiving - JCL
- Grace Periods
- Auto-renewal
- Fines forgiven for Food (donation)
- Amnesty Days
- Fine-Free Cards or Categories
- Repaying fines by volunteering or reading
- Elimination of Fines



# Lenexa City Center Library

Update – January 2018



# Updates

- Construction Update
- Next Steps
- Timeline

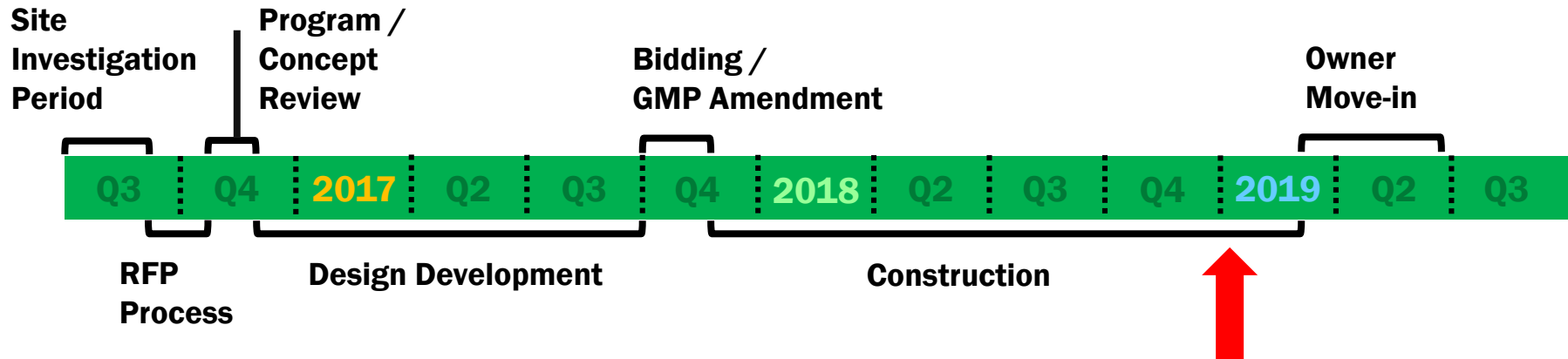


# Next Steps

- Construction continues
- Site / building tours



# Lenexa City Center Library Anticipated Timeline



# Lenexa City Center Library

Collection Moving – January 2019



# Lackman Collection Preparation

- ~60,000 items at Lackman
- Right-sizing
  - Item maintenance
  - Supplement collection for new building
  - No purchase of additional opening day collection
- Labeling
  - Lackman and Lenexa shelves



# Lenexa City Center

- Vendor will move collection
- Shelving and inventory

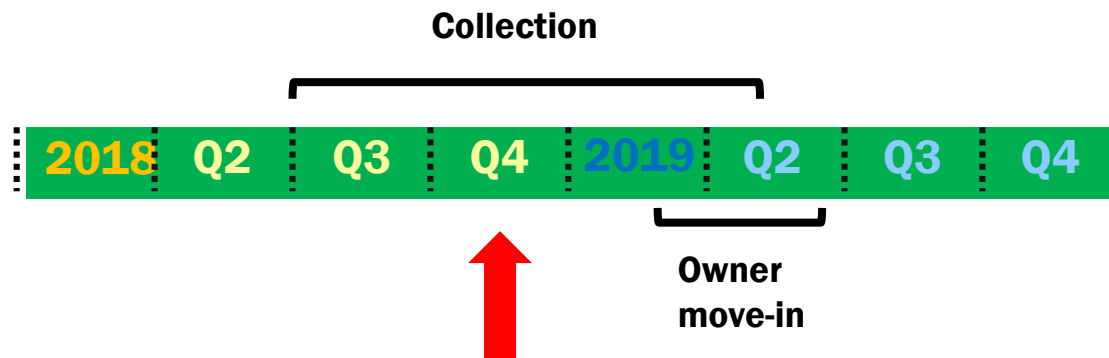


# Holds Communication

- Will provide information to patrons about holds throughout the process



# Lenexa City Center Timeline



**MINUTES JOHNSON COUNTY LIBRARY BOARD  
REGULAR MEETING  
Thursday, December 13, 2018  
Central Resource Library  
4:00 p.m.**

**BOARD:** Brandy Butcher, Bethany Griffith, Nancy Hupp, JR Riley, Amy Rufo, Sheryl Spalding  
Absent: Donna Mertz

**BOARD ATTORNEY:** Fred Logan, Andrew Logan

**BOCC:** Commissioner Shaffer

**FRIENDS OF THE LIBRARY:** Peter Duffey

**STAFF:** Beth Atwater, Michelle Beesley, Brian Berrens, Sean Casserley, Kevin Chacey, Heather Combs, Rachel Fair, Matt Fuegen, Abby Giersch, Kellie Gillespie, Lacie Griffin, Hope Harms, Mike Heffernan, Maryle Her, Laura Hunt, Lucas Kirkendoll, Juan Lopez Tamez, Elena McVicar, Joyce Mitchell, Michelle Olsen, Abigail Powers, Angelica Sandoval, Michaela Scruggs, Kaitlyn Silveira, Scott Sime, Georgia Sizemore, Allan Smith, Stephanie Stollsteimer, Tricia Suellentrop, Ben Sullivan, Jackie Suptic, Cindy Tedlock, Julie Timmins

**GUESTS:** Joselyn Aldaco, Jocelyn Hernandez, Lilly Monesky, Elliott Donton, Anne Blessing, Denise Mills, Johnathan Romus, Bev Jaderborg, Bailey Bashbarger

Board Chair, Nancy Hupp, called the meeting to order at 4:00 p.m.

**CITIZEN COMMENTS:** There were none.

**BOARD OF DIRECTORS COMMENTS:**

Ms. Hupp thanked all of the Library staff and the administrative team who work to make the Johnson County Library great. It has been a busy year with the opening of the Monticello Library and we look forward to opening the Lenexa City Center Library. Ms. Hupp shared her appreciation for staff and their hard work and dedication.

**FRIENDS OF THE LIBRARY:**

Peter Duffey reported for the Friends of the Library. 2018 has shaped up to be a better than projected year. The bookstores continue to exceed projections in both revenue and profit. Additionally the Friends have seen a dramatic increase in both weeds and community donations.

The Big Fall Kids Book Sale also surpassed projections. More than 7,000 books are now in the hands of kids, caretakers and educators. Over 1000 unsold books were donated to JCL outreach programs and will find new homes with incarcerated populations and families seeking service throughout Johnson County. Sales were well over \$7500. The additional exposure of having the sale in the gallery seems to have increased sales. The sale had great internal and external marketing and messaging. One of the local stations interviewed a volunteer and a child shopping with mom on opening morning and those spots ran all day long providing great exposure for the Library and the Friends.

The annual Shankel Award for Distinguished Library Service was given out last month. The winners were Kate Kaltenbach and Larry Leighton. Kate has been volunteering since 2013 and regularly volunteers 2-3 days a week in the Friends sorting center and book stores. She put in over 500 hours in 2017.

Larry has been with the Friends since 2012 and has become the de facto assistant to the internet sales manager. In 2017, Larry put in almost 750 hours.

The Friends held their annual meeting on November 13<sup>th</sup>. At this meeting they approved revisions to the operations handbook as well as the bylaws. The most notable revision gave the officers two year rather than one year terms. This should help with organizational continuity.

The officers for the upcoming year are:

Julie Steiner – President  
Jennifer Curtis – President Elect  
Diane Carlisle – Secretary  
Vicki Denk – Treasurer

New board members are Jodie Dietz, Courtney Ramlow and Karen Ristau.

Ms. Hupp thanked the Friends. Mr. Casserley also thanked the Friends for the work they have done to strengthen the Friends organization and to support the Library.

#### **JOHNSON COUNTY LIBRARY FOUNDATION:**

Foundation Executive Director, Stephanie Stollsteimer, welcomed Foundation board chair, Anne Blessing, and board member, Denise Mills. Ms. Stollsteimer shared that Ms. Mills has been a dedicated board member since 2011. She is an inspiration and tells the story that as a budding entrepreneur the Library was ground zero as she planned for her future successful business.

Ms. Stollsteimer shared an impact statement summarizing the funding activity that occurred in 2018. She also presented a PowerPoint featuring highlights from the year.

The annual appeal was sent at the end of November. To date, the Foundation has received 55 donations totaling \$11,500.

The Foundation has also received a \$5,000 grant from the Kansas Department of Commerce for elementia and a \$1,000 grant from Walmart for summer reading.

Mr. Casserley thanked the Foundation and Ms. Stollsteimer for a fantastic first year.

#### **BOARD OF COUNTY COMMISSIONERS REPORT:**

Commissioner Shaffer announced that the groundbreaking for the Medical Examiners facility building was held earlier in the day. This will be Commissioner Shaffer's last meeting, he made many friends during his time as Commissioner and fulfilled his campaign promise to vote positively to promote growth in Johnson County. Commissioner Shaffer highlighted many building projects, including the new courthouse, Monticello Library, Lenexa Library, Meadowbrook Park and Tomahawk wastewater facility.

Commissioner Shaffer stated that it has been a pleasure and thanked the Library Board and Library staff.

Mr. Casserley presented Commissioner Shaffer with a small gift in appreciation for all of his work in service of the Library and Johnson County. He thanked Commissioner Shaffer for being a staunch library supporter, promoter of ideas and promoter of business. Commissioner Shaffer has served with grace and wisdom and has made this community stronger.

Mr. Riley asked for any insight on the housing market. Commissioner Shaffer reported that there are signs the market has softened a little, but there will still be some growth. Ms. Hupp noted that there are more tear down and rebuilds occurring in the City of Merriam.

## **BOARD COUNSEL REPORT**

### **Land conveyance update with the City of Merriam**

Board counsel, Fred Logan, noted that the City of Merriam has approved the Memorandum of Understanding (MOU) with the Library. He explained that the MOU would be presented to the Board for approval at its January meeting, after the expiration of a protest period under city ordinance.

Mr. Logan addressed the reason for the number of MOUs and agreements. Under Library regulations the County Librarian has the authority to approve contracts up to \$100,000. This is consistent with County policy. Mr. Logan stated that it is good practice to have the Board review renewals and agreements with other agencies and nonprofits organizations.

Mr. Casserley stated that all MOUs have gone through a legal review process.

## **COUNTY LIBRARIAN REPORT**

Mr. Casserley acknowledged the students from the Shawnee Mission West High School. He thanked them for attending.

### **Finance Report**

Finance Director, Nicki Neufeld reported that the Library has received 99% of budgeted revenue as of October 31<sup>st</sup>. This is on track for revenue received. Expenses are also as anticipated.

### **Year in Review and Fines**

Mr. Wathen reviewed the core statistical reports, as well as the trend and statistical reports that have been presented to the Board in 2018. Mr. Wathen encouraged the Board to ask for any statistics they would like to see that have not been presented throughout the year.

Johnson County Library currently charges 30 cents per day for every item that is overdue with a maximum fine of \$6.00 per item. A patron can renew an item time any time after it is due unless they have a fine over \$25.00. The details of this practice are described in the Administrative Regulation Manual.

Mr. Wathen shared the fine amounts per item for neighboring library systems. The Library does use a collection agency to communicate with patrons for what they owe us. Mr. Wathen shared a chart showing the history of revenue from fines and fees.

Any time a patron owes money we send weekly notifications of charges owed to the Library.

Ms. Hupp asked if patrons who are not able to check out physical materials due to a large fine can still access digital resources. Mr. Wathen replied that yes, patrons can still access digital resources because they are automatically returned and there is not a risk to the Library.

Mr. Wathen provided an overview of policies that are related to fines, including policies 20-10-91, 20-10-90, 50-30-40, 20-10-95

Mr. Casserley thanked Mr. Wathen for giving statistical reports to the Library Board.

## **STRATEGIC PLAN**

Mr. Casserley presented the completed strategic plan that will be voted on later in the meeting.

## **COMPREHENSIVE LIBRARY MASTER PLAN**

### **Lenexa City Center**

Project Coordinator, Scott Sime, provided an update on the Lenexa City Center Library.

Soffit work is occurring on the exterior of the building. Work is also been done on the drive-through. The exposed ceiling is being painted in the interior.

Next steps will include concrete work, dry-wall and HVAC and lighting installation. The next site tour will be held next Wednesday.

### **Lenexa City Center IT Update**

IT Manager, Michelle Beesley, presented on the technology that will be available at the Lenexa Library. In the area of patron hands-on technology the building will offer public computers, laptop lending, print release station, room reservation displays, catalog only screens and presentation systems in study and meeting rooms.

The building will have automated materials handling with a TechLogic sorter and conveyance system. Self-checks will also be available.

Staff will have access to processing workstations, flexible desks and laptops, as well as desk and mobile phones.

The backbone of technology at Lenexa is the county fiber network. We have collaborated with County DTI and there is raised floor throughout the building.

We are currently in the procurement phase for the technology project.

### **Central Staffing and Space Consolidation**

Mr. Sime presented the Central Staffing and Space Consolidation (CSSC) project. This is a continuation of the central planning concept. In 2012 and 2015 we worked through the design and construction of the public space at Central. In 2015 through 2017, roofing and paving work was completed.

The CSSC project is focused on improving the flow materials, increasing collaboration between staff and is being completed in anticipation of systemwide staff who will office in the Central branch after new Antioch is built.

Ms. Hupp asked how the findings from the CapRock materials handling study connect with this project. Mr. Sime responded that the CapRock study recommended many efficiencies. As we can, those things are being included.

### **2018 Writers Conference – Helen Hokanson**

Reference Librarian, Helen Hokanson presented to the Library Board. Ms. Hokanson reported on the 2018 Writers Conference. The purpose of the conference is to produce a signature resource event that provides skill development and networking opportunities for local writers. They focus on education, craft and community building.

Attendance for the conference has been growing every year. Most participants heard about the conference from the website or had attended a conference previously. Evaluations for the event were overwhelmingly positive. Ms. Hokanson shared general comments and feedback.

In 2019, the committee would like to increase diversity of speakers and attendees, build capacity for increasing attendee numbers and improve communication.

Mr. Casserley thanked Ms. Hokanson for her work and presentation.

### **Olathe Cooperative Programming**

Mr. Casserley reported to the Library Board on cooperative programming with Olathe Public Library.

On Sunday, March 10<sup>th</sup> at 2:00, JCL will be partnering with Olathe Public Library and ReStart, a local nonprofit that provides housing and support services to homeless people, to bring Leanne Brown author of Good and Cheap: Eating Well on \$4 a Day to Olathe Main.

The partnership with ReStart originated with Welcome House, a residential sober living recovery program; and First Call, a nonprofit that provides prevention and recovery services in the KC Metro. When we brought author Joshua Mohr, he provided a Meet the Author event at Welcome House, and was the keynote speaker at a Recovery Reading that was co-sponsored by First Call. Staff at Welcome House connected us with staff at ReStart. When asked about partnering, Amy Eiben, Olathe Programming Librarian was helpful and enthusiastic.

### **Collection Development Policy review**

Collection Development Manager, Lacie Griffin, presented a summary of the updated collection development policy. Ms. Griffin presented her team: Hope Harms, Matthew Fuegen, Elena, Beth Atwater and Rachel Fair.

The policy is a guide to collection management and is comprehensively reviewed every two years. Changes include new wording to align with the new strategic plan and updates have been made to the eResources section to reflect current technology.

The collection development policy ensures intellectual freedom and that all points of view are being represented.

Ms. Hupp thanked Ms. Griffin for introducing the Collection Development team, she is always happy to put names to faces.

## **CONSENT AGENDA**

1. Minutes of the November 8, 2018, Library Board meeting
2. Sirsi contract renewal
3. Bibliotheca contract renewal

**Motion:** Amy Ruo moved that the Library Board of Directors approve the consent agenda

**Second:** Sheryl Spalding

**Motion carried unanimously**

## **OLD BUSINESS**

### **Action Item: Consideration of approval of the 2020-2024 CIP request**

Every year County agencies and departments put forth their Capital Improvement Program (CIP) requests for the coming budget season in the form of a 5 year look ahead.

After Johnson County Library Board action, the CIP requests will be presented to the County CIP Committee, who will review and forward the recommendations on to the County Manager for inclusion in their budget proposal that will be put forth to the Board of County Commissioners (BOCC). The BOCC will vote on their final budget for 2020 in August of 2019.

**Motion:** Bethany Griffith moved that the Library Board of Directors approve the proposed 2020-2024 Capital Improvement Plan request

**Second:** Amy Ruo

**Motion carried unanimously**

## **NEW BUSINESS**

### **Consideration of award of contract for phase II Central Parking Lot**

The northeast side lot at Central Resource Library was last resurfaced in 1995 when the building opened. Use and water have led to the deterioration of this part of the lot to the point where patching is no longer a long term solution. Drainage improvements will be installed and the parking lot will be resurfaced as part of this project. Partial sidewalk concrete replacement located along the front of the building and installation of new bike rack for patrons are included in the scope of this project. The project will include a combination of new asphalt pavement zone, new concrete pavement zone and new curbs and gutter.

**Motion:** Amy Ruo moved the Library Board approve a contract award to O'Donnell & Sons Construction Company, Inc. for pavement improvements at the Central Resource Library for a total amount of \$315,049.00 per invitation for Bid (IFB) No. 2018-048.

**Second:** Brandy Butcher

**Motion approved unanimously**

## **Approval of the 2019-2023 Library Strategic Plan**

In the spring and summer of 2018, Johnson County Library and the KU Public Management Center worked together to seek input from a broad spectrum of community stakeholders for use in the development of the Johnson County Library's five-year strategic plan. As part of the process, a series of stakeholder interviews and focus groups were conducted and separate community and staff surveys were administered. In total, over 14,500 people responded, sharing their thoughts and ideas on where the Library should focus its efforts in the next five years.

With this comprehensive stakeholder report, JCL administration and managers began to develop the strategic plan. The plan has been designed to speak to both external and internal stakeholders by clearly linking JCL's vision, mission and key performance areas of education, community, convenience, communication and operations to goals and tactics.

**Motion:** Brandy Butcher moved that the Library Board of Directors approve the 2019-2023 Strategic Plan

**Second:** Bethany Griffith

**Motion approved unanimously**

## **MOU with AARP**

Under this agreement, the Library will provide meeting room space for training of tax volunteers; provision of tax preparation assistance for community members; and the volunteer recognition and celebration at the end of the tax season.

**Motion:** Sheryl Spalding moved that the Library Board of Directors approve the proposed memorandum of understanding with AARP Tax-Aide through December 31, 2019.

**Second:** JR Riley

**Motion approved unanimously**

## **MOU with BikeWalk KC**

Under this agreement, the Library will provide space to host BikeWalk KC programming at Central Resource Library and BikeWalk KC will provide a "fix-it" station and education around bicycle repair to Johnson County Library patrons. The "fix-it" station will be installed in an outdoor location.

**Motion:** JR Riley moved that the Library Board of Directors approve the proposed memorandum of understanding with BikeWalk KC through December 31, 2019.

**Second:** Bethany

**Motion approved unanimously**

### **MOU with Housing and Credit Counseling, Inc.**

The MOU establishes how the Johnson County Library works with HCCI to present Women & Money Day, an event which provides personal literacy education and resources for community members.

Under this agreement, JCL is responsible for providing meeting rooms, audio-visual equipment and managing registration. JCL and HCCI are jointly responsible for identifying speakers, paying for the keynote speaker, and promoting the event.

**Motion:** Amy Ruo moved that the Library Board of Directors approve the proposed memorandum of understanding with HCCI through December 31, 2019.

**Second:** Brandy Butcher

**Motion approved unanimously**

### **MOU with Lenexa Arts Council**

This MOU establishes an agreement with the Lenexa Arts Council. The MOU establishes how the Johnson County Library works with Lenexa Arts Council to provide programming at the Lenexa City Center. Under this agreement, the Library and the Lenexa Arts Council will share responsibility for providing performers at Lenexa City Center in 2018 and 2019.

**Motion:** Sheryl Spalding move that the Library Board of Directors approve the proposed memorandum of understanding with Lenexa Arts Council through December 31, 2019.

**Second:** Bethany Griffith

**Motion approved unanimously**

### **MOU with De Soto Parents as Teachers**

Parents As Teachers is a school district supported - but separately funded - organization that provides development knowledge and parenting supports to families with young children. The Library and De Soto Parents As Teachers have been informally supporting each other for a number of years. This MOU formalizes our partnership. De Soto Parents As Teachers requested this MOU which will assist them in securing state and federal grants to continue their work with families.

**Motion:** JR Riley moved that the Library Board of Directors approve the proposed memorandum of understanding with De Soto Parents As Teachers.

**Second:** Sheryl Spalding

### **MOU with the City of Edgerton**

Currently Johnson County Library and the City of Edgerton have a use and maintenance agreement in place for the purpose of providing library services in the City of Edgerton.

This is the annual renewal of that agreement. There are no changes from last year's agreement.

**Motion:** Amy Ruo moved that the Johnson County Library Board of Directors approve the agreement with the City of Edgerton for the renewal of the lease agreement for the year 2019.

**Second:** Brandy Butcher

**Motion approved unanimously**

#### **MOU with Corrections**

This MOU reaffirms our agreement with Johnson County, Kansas Department of Corrections (Corrections). The MOU establishes how the Johnson County Library works with Corrections to provide library services to patrons in Corrections spaces.

**Motion:** Brandy Butcher moved that the Library Board of Directors approve the proposed memorandum of understanding with Johnson County, Kansas Department of Corrections through December 31, 2019.

**Second:** Bethany Griffith

**Motion approved unanimously**

#### **MOU with County Facilities**

The MOU presented represents a collaborative arrangement between the Library Board and the Johnson County Facilities Management Department. The Facilities Management Department has extensive expertise in the management of public facilities. The Library wishes to make use of that expertise, particularly in construction and renovation projects, including pending projects associated with the Comprehensive Library Master Plan.

**Motion:** Bethany Griffith moved that the Johnson County Library Board of Directors approve the renewal of the MOU with the Johnson County Facilities Management Department.

**Second:** Amy Ruo

**Motion approved unanimously**

#### **MOU with County DTI-AIMS**

The Johnson County Library has worked in the past with companies to deliver data analysis. Johnson County Department of Technology and Innovation has a department which can deliver similar analysis to assist the library.

**Motion:** Sheryl Spalding moved that the Library Board of Directors approve the proposed memorandum of understanding with Johnson County Department of Technology and Innovation – Automated Information Mapping Systems through December 31, 2019.

**Second:** JR Riley

**Motion approved unanimously**

#### **MOU with Growing Futures Early Education Center**

JCL entered an agreement with Growing Futures (formerly Head Start of Shawnee Mission) in 2012 for the provision of on-site library services at Growing Futures.

Growing Futures serves children and families who need library service more than most others and going directly to them is an efficient way to serve them well. To date the partnership has been

successful measured by positive feedback from Growing Futures staff, students, and parents regarding the library's presence.

**Motion:** Bethany Griffith moved that the Library Board of Directors authorize staff to renew the agreement with Growing Futures Early Education Center.

**Second:** JR Riley

**Motion approved unanimously**

### **MOU with Oak Park Community Garden**

For several years, the Overland Park Community Garden and Johnson County Library have cooperated to offer a community garden, located on land at the Oak Park Library. Two years ago, the group added a giving grove to the agreement. The Overland Park Community Garden coordinates all the details of the project. It has been a successful partnership.

The fruit trees will be ready for harvest in 2020.

**Motion:** Brandy Butcher moved that the Johnson County Library Board of Directors approves the Overland Park Community Garden additional land request as well as the agreement and addendum as presented.

**Second:** Amy Ruo

**Motion approved unanimously**

### **Interlocal Addendum with Olathe Public Library**

The Johnson County Library currently has an interlocal cooperation agreement with the Olathe Public Library (OPL) for automation and remote database access services. The agreement requires that a memorandum of renewal be approved for each calendar year in order to keep the agreements in force and effect. Johnson County Library and Olathe Public Library have an excellent partnership.

**Motion:** Amy Ruo moved that the Library Board of Directors approve the proposed memorandum of interlocal cooperation agreement with the Olathe Public Library through December 31, 2019.

**Second:** Brandy Butcher

**Motion approved unanimously**

### **MOU with the Johnson County Genealogical Society**

Johnson County Library and the Johnson County Genealogical Society have an agreement in place for the purposes of providing genealogical research collections and assistance at the Central Resource Library.

JCL provides space, cataloging, databases, equipment and a staff liaison. JCGS provides the print collection, programs and volunteers to assist genealogy researchers.

The Johnson County Genealogical Society has reviewed the MOU and is in agreement.

**Motion:** JR Riley moved that the Johnson County Library Board of Directors approves the MOU between JCL and the Johnson County Genealogical Society.

**Second:** Sheryl Spalding

**Motion approved unanimously**

### **MOU with the Johnson County Human Resources**

The MOU presented represents a collaborative arrangement between the Library Board and the County Department of Human Resources. The MOU has been constructed to bring efficiencies into play and focuses on (1) the expertise of the Human Resources Department, (2) collaboration, and (3) service.

The Human Resources Department will provide all of the required, standard Human Resources services to the Library, and the Library agrees to utilize those services, including, but not limited to, classification and compensation, recruitment, employee relations and employment investigations including those related to claims of harassment, discrimination, retaliation, threats of violence or other misconduct, training pertaining to human resources issues, management of requests for accommodation under the Americans with Disabilities Act and all other services the Human Resources Department typically provides to other agencies and departments of the County. Services do not include library-specific training, processing of payroll or tracking of leave usage.

**Motion:** Sheryl Spalding moved that the Johnson County Library Board of Directors approve the renewal of the MOU with the County Department of Human Resources.

**Second:** JR Riley

**Motion approved unanimously**

### **Consideration of renewal of agreement for legal services**

The contract with Logan Logan & Watson, L.C. for legal services as Board Counsel is being presented for renewal. Mr. Fred Logan and Mr. Andrew Logan provide contract review and legal advice to the Library Board of Directors and to the Library.

Mr. Logan and Mr. Logan coordinate with the County Legal Department for items that fall under their jurisdiction, such as some bidding documents or personnel issues. That relationship is strong. Mr. Logan and Mr. Logan have represented the Johnson County Library Board of Directors at a reduced rate, which remains the same for 2019. Based on the work of the past years, their work has been of exceptionally high quality at a reasonable rate.

**Motion:** JR Riley moved to renew the contract with Logan Logan & Watson, L.C. for legal services for 2019.

**Second:** Bethany Griffith

**Motion approved unanimously**

Mr. Casserley commented thanked staff for their work.

## ADJOURNMENT

**Motion:** Sheryl Spalding moved to adjourn the meeting.

**Second:** Amy Ruo

**Motion approved unanimously**

Meeting adjourned at 6:10 p.m.

DATE \_\_\_\_\_

SECRETARY \_\_\_\_\_  
Bethany Griffith

CHAIR \_\_\_\_\_  
Nancy Hupp

SIGNED \_\_\_\_\_  
Sean Casserley

**JOHNSON COUNTY LIBRARY  
GIFT FUND  
TREASURER'S REPORT**  
Period: NOV-2018

			Receipts	Payments	Balance
	<b>Opening cash balance</b>				<b>\$116,157.24</b>
		Add Receipts	\$67.32		
		Less Payments		\$14,925.32	
	<b>Ending Cash balance</b>				<b>\$101,299.24</b>
		Less Liabilities		\$3,719.76	
	<b>Unobligated cash balance</b>				<b>\$97,579.48</b>

**APPROVED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## Briefing Sheet

To: Johnson County Library Board of Directors  
From: Lacie Griffin, Collection Development Manager  
Date: 1/10/2019

---

**Issue:** Whether to approve revisions to the Collection Development policy.

**Background:** The purpose of the collection development policy is to act as a blueprint for the collection, guiding staff in decision-making regarding the selection and management of the collection. The policy is reviewed, updated and brought before the Library Board for approval every other year.

At the December 13, 2018 Library Board meeting suggested changes to the Collection Development policy were presented to the Board.

**Alternatives:** No alternatives to recommend at this time.

**Recommendation:** Approval of the revised Collection Development policy.

**Suggested Motion:** I move that the Library Board of Directors approve the revised Collection Development policy.

# **Collection Development Policy**

**Revisions Adopted by the Johnson County Library  
Board of Directors  
January 10, 2019**

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# COLLECTION DEVELOPMENT POLICY

## PURPOSE

- 1.0** The purpose of this policy is to guide librarians in the selection and deselection of materials of contemporary significance and of permanent value and to inform the public about the principles upon which selections are made. Its primary objective is to ensure that public monies are spent wisely so that the Library can provide relevant materials in sufficient supply to make the Library a dependable resource for most people most of the time.

Johnson County Library affirms the policies of free access to information that are fundamental to informed decisions in a democratic society, including access to the Internet at all locations. The Library provides books and other resources for the interest, information, and enlightenment of all people it serves. It does not censor materials by omitting to select them, by attaching prejudicial labels, by restrictive shelving, or by selective weeding, and it places no restrictions on access to the collection because of the origin, age, background, or views of the user. These principles of intellectual freedom are outlined in a series of documents endorsed by the Library Board, including the Library Bill of Rights, Freedom to Read, and Freedom to View, which are found in the Appendix of this policy.

Provisions of this **Collection Development Policy** are subject to federal and state laws.

Johnson County Library strongly endorses the concepts of the Americans with Disabilities Act (ADA) and strives to acquire materials that serve this clientele. Materials, regardless of their physical location, are accessible to all patrons through online databases, facsimile and other digital delivery systems, courier delivery, and assistive devices.

The Library's core resource, its collection, supports the basic services and goals outlined in its Mission Statement, Vision Statement, Values Statement, Comprehensive Library Master Plan and current Strategic Plan. These statements provide the fundamental guidelines for selecting library materials.

## Mission Statement

- 1.1** The Johnson County Library provides access to ideas, information, experiences, and materials that support and enrich people's lives.

## **Vision Statement**

**1.2**

Johnson County Library creates an environment for people:

- to learn
- to explore
- to enjoy
- to create
- to connect

## **Values Statement**

**1.3**

The Johnson County Library Board and staff are honored to operate this public library in trust for the citizens of our community. These are the values which guide our service:

- Customer needs come first: We place the highest priority on service to our customers and treat every request with equal value.
- People are respected: We recognize the contributions of our staff and we treat all our customers and each other with respect.
- Access to information is ensured: We ensure access to information for people of all ages, abilities, and means.
- This is a learning organization: We commit to the professional growth and enrichment of our staff and volunteers.
- Freedom of information is protected: We protect your freedom to read and view all library information.
- Privacy and confidentiality are rights: We safeguard your right to request and obtain information in confidence.
- Basic services are provided without charge: We provide basic library services free of charge.
- Quality service is important: We strive to deliver the highest quality services possible.
- We are stewards of community resources: We

respect the contributions of the community to its library. We hold ourselves accountable for the efficient and effective use of all resources which you commit to us--people, time, assets, and funds.

- Integrity is a commitment: We follow the highest ethical standards which have been adopted by Johnson County government and our profession.

## Trends, Operating Environment, and Community Composition

1.4

Information from the Johnson County Library Strategic Plan , the Comprehensive Library Master Plan, and other appropriate sources will inform this plan.

## Outcomes and Strategies

1.5

## Johnson County Library Collections

1.6

Johnson County Library develops a single collection for use among its branches. Nearly all materials are available for request by patrons at any of the branches. Each branch may hold a reference collection which is resident only at that branch.

Central Resource Library maintains the primary reference collection which includes materials supporting needs as outlined in section 9 below. The Central Resource Library maintains several additional collections which are housed and used only at the Central Resource Library:

- Business Reference
- Regional Reference
- Genealogy
- Microfilm
- Maps

## DEFINITIONS

2.0

The word "**materials**" as it occurs in this policy has the widest possible meaning, including print, nonprint, and digital materials and the content therein. It is implicit that every format is included, except as noted elsewhere.

**"Selection"** refers to the decision that must be made either to add a specific item or type of material to the collection or to retain material already in the collection. It is a means of collection development to meet user needs and does not necessarily reflect the opinions or values of the individual selector or of the Library Board.

**“Deselection” or “Weeding”** refers to the decision to remove a specific item or type of material from the collection.

The words **"book," "library materials,"** and other synonyms, as they may appear in this policy, have the widest possible meaning. All forms of recorded communication, from the traditional printed forms to the latest development in nonprint media are, therefore, included in this definition.

The word **"collection"** refers to a group of books or other library materials having a common characteristic or located in one place.

**“Local”** refers to Johnson County and its environs.

**“Core”** refers to titles designated by Collection Development Team as essential to the library collection which are intended to remain in the collection despite demand.

**“JCL”** refers to Johnson County Library.

**"The Library"** refers to Johnson County Library.

**“Teen” includes** persons of middle school or high school age.

**“Children”** includes anyone under the age of 16.

## **GUIDELINES FOR MATERIALS SELECTION**

### **General Guidelines**

**3.0**

**3.1**

This section briefly discusses some of the general guidelines used in developing the library collection. An item in any category does not have to meet all guidelines or criteria to be selected.

The acquisition of an item is based on its individual value and its relation to the collection as a whole. Reviews in professional journals, such as Kirkus Reviews, Booklist, Library Journal, Choice, Publishers Weekly, School Library Journal, Bulletin of the Center for Children's Books, Horn Book, Video Librarian, and New York Times Book Review, and subject-specific periodicals as well as other authoritative sources are consulted for all types of materials for all ages of patrons.

Responsibility for children's use of library materials rests with their parents or legal guardians. Selection decisions are not inhibited by the possibility that materials may be accessible to use by children.

The Library maintains a core collection of titles which are considered essential to the collection because they are classic or meet a specific ongoing need of the community. These materials are not under the same constraints as the normal collection in that we may keep copies even if there is not demonstrable demand.

The Library recognizes the purposes and resources of other libraries in the area and does not needlessly duplicate functions and materials.

The Library does not acquire textbooks except as such materials also serve the general public.

The Library always seeks to select materials of varying complexity and format because it serves a public with a wide range of ages, educational backgrounds, interests, format preferences, comprehension skills, and mental and physical abilities.

The Library pays due regard to the special civic, commercial, cooperative, cultural, industrial, and labor activities of each of the communities it serves.

The Library takes a proactive approach to improving access to information by notifying publishers of patron needs.

The Library does not exclude certain materials from selection solely because of their vulnerability to mutilation or theft.

Any material may be considered for inclusion in the collection, except that which has the dominant purpose of appealing to prurient interest or is legally obscene.

## **Evaluation**

### **3.2**

The Collection Development Department monitors and evaluates the materials in its collection on a regular basis to determine if they are meeting the needs of its patrons. Methods used may include: analysis of turnover rates by subject, availability and usage checks of core titles, checks of holdings of titles from selected bibliographies, patron satisfaction questionnaires, or other means. Collection Development staff assesses patron demand by monitoring usage patterns, holds, and Interlibrary Loan requests.

**3.3** The Library recognizes that some materials are controversial.

Decisions for the addition of materials are not made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to building the collection and serving the diverse needs and interests of the community as outlined in the first section of the **Collection Development Policy**. Each library user or group of users has the right to free access to any of the materials in the Library's collection.

Library materials are not marked or identified by the Library to show approval or disapproval of the contents. Voluntary ratings, by private organizations such as the Motion Picture Association of America and the Recording Industry of America, may be considered in addition to content, published reviews, and other selection criteria. However, the Library is not bound by such ratings, any more than the Library is bound by any other published review.

The Library does not sequester materials except for the purpose of protecting them from damage or theft.

The Library does not promulgate particular beliefs or views nor is the selection of any given material equivalent to endorsement of the creator's views. The Library tries to provide materials representing all approaches to public issues of a controversial nature. The Library is aware that one or more persons may take issue with the selection of any specific item and welcomes any expression of opinion by patrons. However, the Library does not undertake the task of pleasing all patrons by the elimination of items purchased after due deliberation under guidance of the policies expressed herein. One of the most important purposes of the Library is to provide a resource where the free individual may examine many points of view and make his or her own decisions.

The overall purpose of a work is the chief criterion of selection. Any material may be considered for inclusion in the collection, except that which has the dominant purpose of appealing to prurient interest or is legally obscene.

Materials are selected on the basis of the content as a whole and not excluded because of the personal history of the author, composer, or producer. Each work is considered on its own social and literary merit.

Different viewpoints on controversial issues will be acquired, including those which may have unpopular or unorthodox positions. The Library recognizes that those materials which offend, shock, or bore one reader may be considered pleasing, meaningful, or significant by another.

The Library recognizes its responsibility to make available a representative selection of materials on subjects of interest to its users, including materials on various sides of controversial questions--religious, social, political, or economic--to enable patrons to make up their own minds about controversial subjects. Variety and balance of opinion are sought whenever available. The Library does not label materials by such terms as "pro," "anti," "racist," "rightist," or "leftist."

The Library will reconsider any material in its collection upon written request from a patron on a "Request for Reconsideration" form. See **Request for Reconsideration, Section 11.**

## **Criteria for Selection**

### **3.4**

An item in any category does not have to meet all guidelines or criteria to be selected. Criteria used as a basis for selection are:

- Materials should meet high standards of quality in content, accuracy, expression, and format.
- Content should be timely, or timeless, authoritative, and significant in subject matter.
- Items should be of immediate or anticipated interest to individuals or to the community as indicated by patron requests, the circulation history of the author's previous works, or publicity.
- Materials should meet demonstrable demand, indicated through patron request, circulation patterns, holds, or other data.
- Materials should include the widest possible coverage of subjects and viewpoints consistent with the needs of the community, the budget available, and the defined limits of the collection.
- Materials should meet standards of physical and technical excellence.
- Because of the significant initial investment of staff time and collection funds, new formats are

acquired when demand and availability indicate that the format is commercially viable and adequate staffing, equipment and space is available to support their use.

- Materials are acquired to support the Library's Mission Statement and Vision Statement.
- Locally produced materials are acquired with the intention of providing access to local content for which there is patron demand.

In determining whether or not specific items meet the criteria set forth above, the following points are considered:

**General Factors  
for All Types  
of Materials**

- Lasting value of the work
- Reputation and significance of the author
- Reputation and significance of the illustrator
- Reputation and professional standing of the publisher or producer of the work
- Quality of artwork
- Quality of visual representation of information
- Suitable format
- Popular appeal
- Popularity of the subject
- Sustained interest
- Compliance with stated collection goals
- Local interest
- Price
- Budget guidelines and constraints
- Professional judgment
- Strengths and weaknesses of the collection

## **Nonfiction**

- Appearance of title in special bibliographies or indexes
- Materials may be selected even though they contain words, scenes, and ideas which some may find objectionable, provided they are necessary to portray a period, environment, character, or incident with sincerity and truth.
- Inclusion in core lists
- Demonstrable demand
- Importance of the subject to the balance of the collection
- Purpose or intent of the work
- Historical value
- Scarcity of material on the subject

## **Fiction**

- Special features (plates, index, bibliography)
- Quality of the writing; style, suitable dialog
- Originality of the work
- Literary merit
- Authenticity of the historical, regional, or social setting
- Representation of important movement (literary or social), genre, trend, or national culture

## **Children's**

- Literary content
- Appropriateness for intended audience
- Portrayal of a spectrum of life situations, social issues, childhood experiences, and emotions.
- Readability
- Appeal of the format
- Titles which do not meet literary standards may be chosen to fulfill emotional needs, serve as stepping

stones to better reading, or to serve some other special purpose.

- Follows fiction/nonfiction criteria and is discerned by age level of intended audience and/or depiction of characters in the work.

## **Periodicals**

- Availability of subject matter in other formats
- Accessibility through print and digital indexes, especially with full text capability
- Patron requests

## **Audiovisual**

- Professional needs
- Reputation and significance of artists, performers, producers, directors, or others who participate in the creation of the work
- Superiority of the audiovisual format to print for the subject

## **eResources**

- Scarcity of information in other formats
- Significance of the literary work upon which an audiovisual item is based
- Content replaces, enhances, or supports other resources
- Authority of creator
- Currency and update frequency of content
- Depth, breadth, and diversity of content
- Full-text content and multimedia content
- Accessibility according with state and federal laws that promote access to library content.
- Accessibility to the average library user as judged by factors such as interface, navigation, search modes, help and tutorials, output options (printing and electronic delivery), and aesthetics
- Reliability, stability, and future-focused development of vendor

- Ease of maintenance and vendor support
- Hardware and software requirements and compatibility with other equipment
- Favorable licensing terms for broad patron access and use
- Affordable pricing
- Availability of usage statistics in compliance with recognized, uniform standards
- Commitment to information security, including respect for patron privacy and personal data
- Favorable critical opinion among library professionals and in library literature
- Supportive of JCL relationships with patrons

## **RESPONSIBILITY FOR MATERIALS SELECTION AND DESELECTION**

### **4.0**

The County Librarian is responsible for selection and deselection of materials within the framework of the policies and goals determined by the Library Board of Directors. The County Librarian may delegate the authority to interpret and apply the policies in daily operation to appropriate staff members.

A centralized Collection Development Team, under the supervision of the Collection Development Manager, is responsible for the selection and deselection of materials and the maintenance, development, and evaluation of the JCL's collections. For specialized collections, the Collection Development Team relies on advice from staff with expertise in those collections to inform purchasing decisions. Suggestions for purchase are welcome from all staff and patrons.

Materials handling staff are responsible for the physical maintenance of the collections at their branches and for informing the Enterprise Chain Team of collection needs.

Government publications are selected and deselected by the Depository Librarian under the oversight of the Collection Development Manager and within the parameters of the Collection Development Policy and Federal and State depository regulations.

**RELATIONSHIPS TO  
OTHER LIBRARIES,  
INSTITUTIONS, AND  
ORGANIZATIONS**

The purchasing of materials based on analysis of Interlibrary Loan borrowing falls within the parameters of the Collection Development Policy.

Johnson County Library serves a diverse population with diverse informational and reading needs. While the Library seeks to meet the needs of all its patrons by providing appropriate collections, it cannot own all materials or resources. To bridge this gap, the Library participates actively in extensive local, state, regional, and national networks to connect patrons with resources outside the scope of the Johnson County Library.

Johnson County Library shares its online catalog with Olathe Public Library. Materials are selected in accordance with the JCL/OPL Interlocal Agreement. Materials are shared and transported between the two libraries. If shared catalog services expand in the Kansas City area, Johnson County Library will explore such arrangements with other area libraries.

The library operates an interlibrary loan function for the purpose of borrowing or obtaining copies of library materials not available in the Johnson County Library and to provide reciprocal interlibrary loan service to other institutions. This service is available to all library patrons, regardless of age. Access to all materials legally obtainable is assured to the user, within the capability of the Library.

As much as possible, the Johnson County Library and other cooperating libraries attempt to take advantage of the wide diversity and unique variety of library collections in the Kansas City area and to avoid unnecessary duplication in the development of these collections. As technology develops, the Library will continue to explore ways to connect and develop collections with other libraries locally, throughout the state, and nationally.

**COLLECTION  
MANAGEMENT**

**Duplicates**

Duplication of titles is determined by popular demand, importance of the book to the collection, and budget. Materials on subjects of interest are ordered in multiple copies by selectors with knowledge of the collections' strengths and weaknesses and of the public's needs for information. Material of special local interest is duplicated

throughout the system.

Titles may be duplicated in multiple collections as need warrants.

Titles within the collections are identified and duplicated to improve the likelihood that patrons will find the materials they want immediately available at their local branches.

## **Need Versus Demand**

**6.2** The Library acknowledges that each person within its service area has informational and recreational needs that are important to that individual. Therefore, as far as possible within its budget, and according to the Collection Development Policy, the Library responds to patron requests. The Library attempts to provide through interlibrary loan any patron request that falls outside the scope of the Library's collection.

During times of budgetary constraints, duplicates of titles in heavy demand are not added at the expense of purchasing or retaining an important work in less demand which is needed in the collection.

## **Replacements**

**6.3** High demand, popular, or significant titles which are damaged or lost are replaced as needed and as budget allows. Out-of-print books are not replaced unless there are special reasons to do so, such as persistent requests or general importance of the title to the collection.

## **Preservation**

**6.4** In selected areas of specialization and in certain subject and format areas, preservation of materials having long-term value is crucial to the mission of the Library. Materials in these specific areas are selected with preservation needs in mind. When possible, materials of lasting value are purchased in quality bindings. Microform materials are purchased with the need for preservation in mind.

## **Weeding**

**6.5** Weeding is the removal of an item from the collection. Criteria for weeding include:

- Duplicates of titles no longer in high demand
- Out-of-date titles
- Superseded editions
- Items which are worn out, damaged, or shabby
- Items of poor quality with missing parts or on poor quality stock
- Underused or unneeded materials
- Inadequate space to house or store materials

Collections are weeded for currency, physical condition, and low demand on a regular and continuing basis. Demand for an item is defined as the probability that it will

be used in the future. If the probability of future use is low, based on objective circulation data for the item, the item will ordinarily be weeded.

System last copies are evaluated on an individual basis and are retained only if they are in demand and meet general collection criteria.

Classic titles and core titles which may circulate infrequently are retained.

**POLICIES BY  
CLIENTELE  
SERVED**

**7.0**

**Adults**

**7.1**

Materials are selected for adults, including independent learners, to meet their general reading, viewing, listening, recreation, and informational needs. Materials are selected according to the various interests, backgrounds, abilities, and levels of education identified in the community.

**Teens**

**7.2**

Teen materials are selected for middle school through high school grades. Teen collections are designed to complement the recreational reading, listening, and viewing materials available at Johnson County Library. Materials in the teen nonfiction collection concern topics of interest to young people, with a focus on personal, social, and emotional needs.

**Children**

**7.3**

Youth Services programs and collections meet the needs of children through the sixth grade. Strong informational collections meet homework needs, and multiple copies of popular children's authors and titles are purchased for recreational reading for all ages.

Materials for youth are classified by content and vocabulary as Easy, Juvenile, or Teen.

Reading levels do not necessarily reflect age or grade levels, and all ages are approximate. The Library places no age restrictions on the use of its collection.

**Individuals with  
Visual Disabilities**

**7.4**

The Library provides materials in various formats, including largeprint and audiobooks for individuals with visual disabilities.

Materials in Braille are not acquired for the book collections.

For further assistance, individuals with visual disabilities

are referred to the Outreach Services Department. A variety of assistive devices are available throughout the library system.

<b>Individuals with Hearing Disabilities</b>	<b>7.5</b>	In accordance with ADA guidelines, when available DVDs and eVideo content are purchased that include closed-captioning.
<b>Students</b>	<b>7.6</b>	The needs of students from elementary to undergraduate levels are served with supplementary materials and reference works. An effort is made to provide materials which support homework and study needs. Textbooks are not purchased to support the specific curricula of educational institutions and organizations but may be purchased to provide subject area development.
<b>Business Community</b>	<b>7.7</b>	We provide wide ranging, current, and popular business information to our patrons.
<b>Outreach and Programming</b>	<b>7.8</b>	While the Collection supports Outreach and Programming function, items in the collection are not purchased specifically to meet demands of Outreach and Programming. Collection Development seeks input and direction from outreach coordinators to develop the collection in ways that support those programs.
<b>POLICIES BY FORMAT OF MATERIALS</b>	<b>8.0</b>	The Library acquires materials in new formats as they become available and expands existing formats as budget allows.
<b>Books</b>	<b>8.1</b>	The majority of the Library's collection is in book format. Books for the adult collection are purchased in varying formats depending on anticipated use and need for long-term retention in the collection. Library binding is preferred for durability as opposed to trade or book club edition bindings. Children's books of high anticipated use are purchased in prebound trade editions.
<b>Videos</b>	<b>8.2</b>	Video collections are developed in the DVD and eVideo formats for all ages. Video collection development includes both theatrical and nontheatrical titles at all branches. Theatrical videos include movies, plays, short stories, TV shows, and music performances. Nontheatrical videos are informational and are acquired in a broad range of subject areas including history, science, biography, documentary, travel, and how-to.

Videos are not selected on the basis of Motion Picture Association of America ratings. Any film that meets the guidelines for audiovisual selection and the general selection criteria may be purchased.

The Library does not restrict any materials from children.

It is the responsibility of the parents or guardians to monitor materials their children select. Sources are available for patrons who wish to evaluate the appropriateness of a particular entertainment film for the intended viewers, or who wish to check Motion Picture Association of America ratings.

In accordance with the ADA requirements, videos are purchased in closed-captioning and described format when available.

## **Audiobooks**

### **8.3**

The Library collects audiobooks in the compact disc and downloadable formats. Both fiction and nonfiction audiobook titles are selected, as well as subjects where the spoken work is very important, such as drama, poetry, foreign language, and radio shows.

Recognizing the importance of hearing the spoken word to language development, the Library acquires audiobooks (and other spoken word materials) appropriate for all ages. Areas of collection development include stories and storytelling, poetry, fiction and information.

Audiobooks may be provided in abridged or unabridged versions, depending on availability. Unabridged will be preferred where available.

## **Recorded Music**

### **8.4**

Recorded music is collected in the compact disc and electronic formats. A broad range of music is selected for the collection, including classical, popular and folk music. Recordings of sounds and sound effects are also collected.

The recorded music collection provides a broad selection of classical and popular music, such as symphonies, concertos, choral music, current and classic pop music, jazz, and American and world folk music.

The Library selects recordings of popular music created specifically for children.

Any recorded music that meets selection guidelines for audiovisual materials and the general selection criteria may be purchased regardless of any warning labels that may have been attached by the manufacturer. The parental-advisory labels of the Recording Industry Association of America (RIAA) are voluntary.

## **Newspapers**

### **8.5**

The Library purchases all major local newspapers. The Library maintains a representative, but not complete,

collection of Kansas newspapers. In addition, the Library makes available backfile collections of the most significant local and national newspapers, as availability and resources allow.

- |                    |            |   |
|--------------------|------------|---|
| <b>Art Prints</b>  | <b>8.6</b> | The Library maintains a collection of circulating art prints at the Central Resource Library. An attempt is made to represent major artists as well as various periods and schools of art.  |
| <b>Maps</b>        | <b>8.7</b> | The Library maintains a representative collection of maps of all countries, atlases, and other books. Sheet maps are acquired to supplement those in books and atlases. Topographic maps of Kansas are available in the Central Resource Library Reference Collection.  |
| <b>Periodicals</b> | <b>8.8</b> | <p>Periodicals are purchased for one or more of the following reasons:</p> <ul style="list-style-type: none"> <li>• To provide access to the most current research and thought in various fields.</li> <li>• To provide information not available in books.</li> <li>• To satisfy recreational reading needs.</li> <li>• To provide the staff with selection aids and professional reading</li> </ul> |

Backfiles of periodicals are retained according to an established schedule.

The preferred format for retention of periodical backfiles is digital. The appropriate format will be evaluated and decisions made based on factors including cost, equipment needs, space, staff, ease of retrieval, full-text coverage of the resource and special features, and unnecessary duplication of holdings.

We purchase popular periodicals in ~~e~~ digital format as available and appropriate.

- |                             |            |   |
|-----------------------------|------------|---|
| <b>Government Documents</b> | <b>8.9</b> | The Central Resource Library is a full depository for Kansas State Documents and a selective depository for United States government publications. Documents of popular interest and useful aids are selected. These collections contain both circulating and non-circulating materials and a variety of formats and media. |
|-----------------------------|------------|---|

<b>Federal Depository Collection</b>	All federal depository materials are the property of the federal government and are selected and deselected
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according to the Federal Depository Library Instructions, Guidelines, and Manuals.

Working with the Collection Development Manager, the Government Documents Librarian has primary responsibility for federal depository material selection and deselection, according to the guidelines listed elsewhere in this policy.

The federal depository collection is continuously weeded following depository retention and discard instructions and guidelines. Generally, materials are retained a minimum of five years.

The preferred format for Government Documents selection is digital.

**Kansas State  
Depository  
Collection**

The Kansas State Documents collection includes all materials distributed to Kansas depository libraries, regardless of subject emphasis. As a full depository, the Library is not permitted to select specific items.

**Microforms**

**8.10**

Materials are acquired and/or converted to physical or digital microform instead of, or in addition to, print format for one or more of the following reasons: space and storage limitations, budget limitations, lack of availability of the information in other practical formats, or need to retain access to information of lasting value and in long-term demand by the community.

**Manuscripts, Rare  
Books, and Archival  
Material**

**8.11**

The Library generally does not attempt to purchase or collect manuscripts or rare books. Patrons who wish to donate such materials are referred to an appropriate library or institution.

The Central Resource Library sometimes collects and solicits archival materials relating to local history. This is done primarily for the purpose of digitizing or microfilming the sources.

**Printed Music**

**8.12**

The Library does not maintain a collection of sheet music for circulation. Music published in books is purchased, cataloged and shelved in the regular nonfiction collection.

**Computer  
Software and  
Video Games**

**8.13**

Occasionally, software is included with a printed monograph. This software is cataloged, processed, and shelved with the monograph.

Video Games are added to the collection for popular platforms. These games are purchased with the intention

		of being available to all ages.
<b>Large Print</b>	<b>8.14</b>	The Library provides large print books.
<b>eResources</b>	<b>8.15</b>	eResources are acquired or leased to address specific subject areas of the collection and to meet specific service roles and emphases. They include indexing systems, full-text databases, eBooks, eAudiobooks, eMagazines, eVideo, eMusic and other interactive digital products. In addition, collections may be digitized or obtained in digital format when their content is relevant to Johnson County. Specifically, all materials published by the County are eligible for inclusion.
<b>Realia</b>	<b>8.16</b>	Realia, defined as a three-dimensional artifact or a naturally occurring entity, is not usually acquired under Collection Development. For example, the Library does not acquire objects such as sculptures, globes, board games, seashells, or hand weaving for circulation. The Library does circulate collections of realia to support outreach and programming functions. For example, electricity meters and Arduino kits are currently available to our patrons.
<b>POLICIES BY SUBJECT OF MATERIAL</b>	<b>9.0</b>	
<b>Fiction</b>	<b>9.1</b>	<p>The Library provides a wide range of fiction including standard and contemporary works of cultural and literary significance and recreational reading materials for patrons of differing tastes, interests, purposes, and reading skills.</p> <p>Titles are judged on individual merit. No attempt is made to collect the complete works of authors unless they are prominent and highly respected or the author is exceptionally popular among library patrons.</p> <p>The works of experimental authors, while often controversial, are considered for purchase as they reflect new trends and styles of expression.</p> <p>Books written with the Kansas City metropolitan area as a setting are usually purchased.</p>
<b>Non-English Language Materials</b>	<b>9.2</b>	The Library collects non-English language materials in a variety of formats for children, youth, and adults when demographic data indicate that the collection in that language would have sustained use and justify space and budget allocations. These collections serve the needs of members of the community who are proficient in non-

English languages or who are studying non-English languages. Collections in non-English language materials are selected to reflect the nationalities, academic and cultural interests of the population served.

The Library purchases dictionaries, grammars, and self-instruction materials for languages of interest to users of the Library. Audio materials and databases are purchased as an additional aid to learning a non-English language. These include grammars, pronunciation drills, and exercises in the use of the language. Materials in various formats are also purchased to assist in learning English as a secondary language by speakers of other languages.

Non-English language feature films are purchased to provide entertainment and, cultural enrichment. Periodicals in foreign languages are purchased selectively based on need.

Patrons have access to materials in foreign languages through some of the Library's online databases and through interlibrary loan services.

**Medicine and  
Related Fields**

**9.3** The primary focus in medicine is consumer health information. Persons needing technical and professional materials beyond the scope of the collection are referred to area medical libraries.

The Library recognizes that there are readers who, though not medical practitioners or students, are interested in medicine and related subjects. The Library supplies these general readers with reliable, current works on such topics as first aid, hygiene, public health, common diseases, prenatal and maternal care, infant care, food, diet and nutrition, physical fitness, mental health, nursing, geriatrics, alternative medicine, substance abuse, and medical history and biography.

**Law**

**9.4** Local, state and federal codes and statutes are available as appropriate. The Library provides a collection of standard and popular books for the general reader on such subjects as jurisprudence, history of the law, legal rights of citizens, legal ethics, jury duty, wills, marriage and divorce, patents, copyrights, corporation law, and criminal law. Emphasis is placed on United States practices. Dictionaries, encyclopedias, and phrase books which are useful in general reference are purchased.

**Human Sexuality**

**9.5** It is part of the function of the Library to provide, in adequate quantity for lay readers, general books on sex which are well-balanced, authoritative, and current.

Materials are provided which are adapted to several levels of educational background and reading ability, as well as to differing social and religious beliefs. These materials may be illustrated. The objective of such material should be instruction rather than the stimulation of prurient interest.

Materials selected for the youth collection will explain the processes of human and animal reproduction and growth in a clear, informative manner.

The Library acquires a range of materials on and about sexuality. Materials which are legally obscene are not considered for inclusion in the Library's collection.

**Semi and  
Pseudo-Scientific  
Materials**

**9.6**

The Library purchases titles in the area of the pseudo-sciences such as astrology, numerology, phrenology, palmistry, channeling, and pyramid power, because of their timeliness or because of a great degree of current interest in them. Questionable scientific, health, and borderline materials which do not meet general selection criteria may be purchased to meet demand.

**Religion**

**9.7**

Religious materials are purchased for the lay person. Materials include, but are not limited to:

- Sacred books of major faiths, including important versions of the Bible
- Doctrines and histories of major religions and denominations with emphasis on those found in the United States
- Commentaries and concordances
- Practical aspects of church administration written for the layman
- Agnosticism and atheism
- New trends, ideas, and movements in religion
- Inspirational books
- Lives of religious figures in major faiths
- Collections of prayers
- Books of devotion and meditation

		<ul style="list-style-type: none"> <li>• Mythology</li> <li>• Comparative religions</li> </ul>
<b>Professional Library Materials</b>	<b>9.8</b>	The Library maintains a circulating collection of library and Information science materials with an emphasis on public library service.
<b>Small Press Materials</b>	<b>9.9</b>	The Library collects publications of small and alternative presses if materials meet general selection criteria.
<b>Local Authors And Local and Kansas History</b>	<b>9.10</b>	<p>The Library acknowledges a particular interest in local, county, and state history. As materials are selected for circulating and reference collections systemwide, the Library takes a broad view of works by and about Kansas authors as well as general works relating to the state of Kansas. However, the Library is not under obligation to add to its collection everything about Kansas or produced by authors, printers, or publishers with Kansas connections.</p> <p>Books by local authors may be accepted as gifts or may be purchased if they meet general selection guidelines. The library maintains a representative, not a complete, collection of locally written materials.</p>
<b>Genealogy and Heraldry</b>	<b>9.11</b>	<p>JCL and the Johnson County Genealogical Society work together to build a genealogy collection that provides the bibliographic tools and materials essential to basic genealogical research. It is a highly selective collection which serves to introduce and define the subject and to indicate the varieties of information elsewhere. The genealogy collection serves students of all levels, local and regional historians, interested citizens and hobby enthusiasts, and genealogists researching Johnson Countians. It is a non-circulating collection. The print collection is maintained at the Central Resource Library, and digital resources extend access to genealogy tools in the branches.</p> <p>The Library staff and the Johnson County Genealogical Society work cooperatively to see that materials either purchased by or donated to either group meet the following criteria:</p> <ul style="list-style-type: none"> <li>• Very expensive or little used genealogical materials already available in the area are not purchased.</li> <li>• Geographical considerations:</li> </ul>

- The Library attempts to acquire all materials of genealogical interest which pertain to Johnson County.
- Genealogical materials from the state of Kansas receive major emphasis. Genealogical materials from the East, with particular emphasis on the states which had the most influence on the settling of Kansas (the original 13 colonies, Kentucky, Tennessee, Ohio, Illinois, and Missouri) are collected.
- Types of materials acquired:
  - Handbooks which explain genealogical principles and procedures
  - Directories and guides to locations of North American records
  - Census records, territorial, state, and federal, and their indexes if available
  - Immigration and passenger lists
  - Marriage records
  - Will books
  - Cemetery indexes
  - Military records
  - Selected city directories
  - Selected indexes, bibliographies, and reference sources
  - American genealogical periodicals
- Family histories, unless of prominent Johnson Countians or Kansans, are not purchased. Donations of family histories are accepted if judged of value by the Library staff and the Johnson County Genealogical Society members.
- Standard reference works on heraldry are acquired to serve the lay person. Highly technical works on heraldry are excluded unless they contain a large number of names.
- Materials in a variety of media and formats are acquired if they meet the criteria for selection.
- Final decision for acceptance of materials to be added to the genealogy collection rests with the Library staff.

## **Regional Reference 9.12**

The purpose of the Johnson County Regional Reference Collection is to collect, retain, organize, and make

available the documentation of Johnson County and its environs--past, present and future. Materials are collected which emphasize Johnson County and its place in the region. Subjects generally fall into one of two categories relating to Johnson County: Local History or Urban Reference (items of current interest and significance.)

## **Local History**

**9.12.1** Items of historical significance are acquired, and emphasis is also given to the acquisition of materials which contribute to the knowledge of the past and present social, civic educational, religious, economic, and cultural life.

Whenever possible the Library will attempt to obtain and retain one non-circulating copy of all printed items (fiction and nonfiction) contributing to the knowledge of the history of Johnson County, past and present.

The Library endeavors to acquire all significant works of recorded knowledge in the area of the history of Johnson County.

Areas which receive special emphasis for the development of the Local History Collection include:

- Information about landmarks
- Histories of counties in Kansas and Missouri that are adjacent to Johnson County
- Information about the westward expansion as it relates to Johnson County
- Information about local flora and fauna, land forms, climatic conditions, and other subjects of a biological and/or scientific nature relating to the area
- Information about the Santa Fe Trail, the Oregon Trail, and the California Trail
- Information about local pioneer days in Kansas and Missouri
- Information about the Civil War as it pertains to the history of the area
- Selected maps and atlases emphasizing Kansas and Johnson County and the Kansas City metropolitan area

- Information about local civic organizations
- Yearbooks of schools and institutions of higher learning in the Johnson County area

Local sources such as community newspapers will be indexed to provide access to information about Johnson County.

Although very limited, efforts will be made to secure out-of-print materials when appropriate.

Items found in the Johnson County Regional Reference Collection may be duplicated throughout the library when appropriate.

## **Urban Reference**

**9.12.2** Current information and documents on governmental operations and activities in Johnson County are also included in the Regional Reference Collection. This provides current governmental regulations and legislation pertaining to the local area, planning programs of the various government agencies, and various official documents from municipalities and the County.

The collection serves the needs of historians, tracing the economic and physical development of Johnson County.

It also serves the general public, citizen activists, student researchers, businesses involved in development within the County, representatives of governmental agencies, and organizations that contribute to the development of the collection such as regional planning agencies or government advisory groups.

Materials acquired are generally limited to documents of and about the governments of Johnson County and their various agencies and sub-agencies. It contains supportive materials and documents relating to the Kansas City metropolitan area.

The Regional Reference Collection includes the following materials:

- Local ordinances
- Local planning documents
- Departmental publications which are important to the

planning processes and development of the County

- Background materials used in local government planning operations
- Documents for all levels of government
- Publications from quasi-governmental organizations and agencies such as regional economic councils
- Publications from data-gathering or data publishing organizations, agencies, or consultant groups
- Publications from chambers of commerce and/or tourism bureaus
- Maps of interest to urban planners

The general subject of urban affairs is supported by materials in the general reference collection, and circulating collection at the Central Resource Library.

## **Business**

### **9.13**

The business collection is designed to serve the current and future information needs of Johnson County businesses and government agencies. It is not intended to support academic research in business nor is it intended to supplant the curriculum materials used by business students, although some materials in the collection will be useful in both of these areas.

The collection focuses on serving personal investors, small business owners, entrepreneurs, and patrons seeking career exploration and planning. The kinds of materials collected to support business include, but are not limited to:

- Information on specific companies and industries, with an emphasis on local companies and industries
- Market research data focusing on the metropolitan area and the broader region but including national and international data as well
- Applied business information
- Information on:
  - Marketing methods

- Personnel management
- Tax management and accounting
- Real estate and insurance issues
- Data on financial market performance and guides to investment management
- Data on and overviews of international business
- Guides to starting and operating small businesses
- Information on careers, particularly mid-life career change
- Some of this information is available only from sources not typically tapped by the Library:
  - Trade and professional associations
  - Government and non-profit agencies
  - Newsletter services and similar agencies

The collection does not support formal business curriculum by purchasing textbooks and reading list materials, but it does endeavor generally to provide information on topics of interest to the business community.

Historical materials are maintained only when they have practical value and community demand. They are not actively sought out and acquired.

Providing business resources digitally is an increasing emphasis, as resources allow, providing greater access for patrons.

## **GIFTS**

### **10.0**

The Library is pleased to accept gifts of materials or money for the purchase of library materials with the understanding that general selection criteria will determine whether or not an item is added to the collection.

Gifts from Library patrons are to be acknowledged in a timely fashion.

Gifts that are not added to the collections are given to the Friends of the Johnson County Library. The Library does

not place a monetary value on book donations. The Friends of the Johnson County Library provides Book Donation forms for patrons who wish to fill them out themselves.

Although the practice will be discouraged because the information may not remain accurate, requests are honored from groups donating materials to have a contact person, phone number, or address listed on the bookplate.

Invoiced unsolicited materials received by the Library are not acknowledged, returned, or paid for.

All donations of materials to the Library that are accepted become the property of the Library. The Library has the authority to place an item wherever the Library determines, to remove or relocate an item whenever the Library determines and to sell or otherwise dispose of a removed or rejected item.

All gifts and other unsolicited items from whatever source are subject to the provisions of this policy.

**REQUEST FOR  
RECONSIDERATION  
OF LIBRARY  
MATERIALS**

**11.0**

Recognizing that a materials selection policy can result in comments from the public at large who may not agree with the reasons why certain items have been included, in the collection, the Library has developed the following procedures to process a patron's concerns:

- When a patron initiates a request for reconsideration of library materials, staff gives him/her a "Request for Reconsideration of Library Materials" form to fill out.
- Within 20 days after the form is submitted to the Library, the Collection Development Manager (CDM) will respond in writing to the patron setting forth the decision on the request.
- If the patron is not satisfied with the decision of the CDM, then the patron may have such decision reviewed by filing a written appeal with the CDM within 10 days after the date of the CDM's written response. Within 20 days after an appeal is filed, it shall be heard, with the patron invited to attend, by a committee composed of the CDM, the Associate Director for Central Services, and the Deputy County Librarian. The committee shall notify the patron of its decision within 10 calendar days after its meeting.

If the patron is not satisfied with the decision of the Committee, then the patron may request in writing for the County Librarian to review the Committee's decision and the patron shall be notified of the decision of the County Librarian within 20 days after the patron has filed the request for review. If the patron is not satisfied with the decision of the County Librarian, then the patron may request in writing that the Library Board review the decision. The patron shall be present in person when the Library Board reviews the request. The decision of the Board will be final.

The only issue to be considered by the Committee, the County Librarian, and the Board is whether the Collection Development Policy has been followed with respect to the item.

The form on the following page will be made available.



**Request for Reconsideration of Library Materials**

Title \_\_\_\_\_

Author (if appropriate) \_\_\_\_\_

Request initiated by \_\_\_\_\_

Telephone \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Library \_\_\_\_\_ Date \_\_\_\_\_

**If the item is already in the collection, please answer the following questions:**

1. To what in the item do you object? (Please be specific)

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2. Did you read or view the entire item? If not, which portion did you read or view?

\_\_\_\_\_  
Within 20 days after this form is submitted, the Collection Development Manager will respond in writing to you regarding your request.

# APPENDIX

**ADMINISTRATIVE REGULATIONS Document ARM 10-20-10  
Number**

Tab: Governance

Section: Library Documents

Subject: LIBRARY BILL OF RIGHTS

**SUMMARY**

This statement, authored by the American Library Association, is the basis of the Johnson County Library's ethical stance regarding collections and patron's rights.

**Effective Date:**

Reaffirmed September 13, 2012

Reviewed

August 2, 2016

**LIBRARY BILL  
OF RIGHTS**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

Basic Policy

1. Books and other library resources should be provided for the interest, information and ideas, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

Represents All  
Views

2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Censorship

3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

Alliances

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

- |                           |   |
|---------------------------|---|
| Right to Use              | 5. A person's right to use a library should not be denied or abridged because of origin, age, background or views.  |
| Exhibit and Meeting Space | 6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. |

Adopted June 18, 1948. Amended February 2, 1961, and January 23, 1996, by the ALA Council.

August 2, 2016

**ARM 10-20-10**

Tab: Governance

Section: Library Documents

Subject: FREEDOM TO READ

**SUMMARY**

The Library Boards adoption of this document illustrates its endorsement of intellectual freedom. This document is frequently used as background material in explaining to patrons the principles of intellectual freedom. The document also is an underpinning for the Collection Development Policy. History of the document and other endorsements are included at its conclusion.

**Effective Date:**

Reaffirmed August 2016

Reviewed

August 2, 2016

**THE FREEDOM  
TO READ**

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual by exercising critical judgment, will accept the good and reject the bad. We trust Americans to recognize the propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the internet. The problem is not only one of acute censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural at a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must zealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read.

Librarian  
Responsibility

We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

Constitutional  
Guarantee

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

Affirmation of  
Propositions

We therefore affirms these propositions:

Diversity of  
Views

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but also why we believe it.

Non-  
Endorsement

2. Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what books should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

Content  
Independent Of  
Authorship

3. It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

Freedom Of  
Choice

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

Subjective  
Labeling

5. It is not in the public interest to force a reader to accept with any expression the prejudgment of a label characterizing book it or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

Responsibility to  
Contest  
Encroachments

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

Responsibility to  
Provide  
Diversity

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

**Conclusion** We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

**History** This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, June 30, 2004, by the ALA Council and the AAP Freedom to Read Committee.

**Authorship** A Joint Statement by:  
American Library Association and  
Association of American Publishers

**Subsequent Endorsements** The Association of American University Presses, Inc.  
Freedom to Read Foundation

National Association of College Stores  
The Thomas Jefferson Center for the Protection of  
Free Expression

August 2, 2016

**ARM 10-20-30- End**

Tab: Governance

Section: Library Documents

Subject: FREEDOM TO VIEW

## SUMMARY

This document was adopted by the Library Board along with the Freedom to Read document. These documents are frequently used as background material in explaining to patrons the rationale for intellectual freedom principles upheld by the Library Board. This document also appears in the Collection Development Policy. History of the document and other endorsements are included at its conclusion.

Effective Date:

Reviewed

Reaffirmed September 13, 2012  
August 2, 2016

## THE FREEDOM TO VIEW

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest possible access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer

or filmmaker or on the basis of controversial content.

5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989. Endorsed by the American Library Association Council, January 10, 1990.

## SUMMARY

This document was adopted by the Library Board along with the Freedom to Read document. These documents are frequently used as background material in explaining to patrons the rationale for intellectual freedom principles upheld by the Library Board. This document also appears in the Collection Development Policy. History of the document and other endorsements are included at its conclusion.

August 2, 2016

**ARM 10-20-31 End**

**To:** Johnson County Library Board of Directors  
**From:** Sean Casserley, County Librarian  
**Date:** January 10, 2019

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**Issue:** An incorrect version of the interlocal agreement was presented to the Library Board at the December 12, 2018, meeting. A corrected version is being presented for review and consideration.

**Analysis:** The Johnson County Library currently has an interlocal cooperation agreement with the Olathe Public Library (OPL) for automation and remote database access services. The agreement requires that a memorandum of renewal be approved for each calendar year in order to keep the agreements in force and effect.

**Alternatives:** No alternative to recommend at this time.

**Legal Review:** Reviewed by legal counsel.

**Budget Approval:** This is a budgeted agreement. Olathe Public Library will reimburse Johnson County Library for service fees in the amount of 23%.

**Recommendation:** The Johnson County Library Board of Directors approve the corrected renewal memorandum of interlocal cooperation agreement with the Olathe Public Library through December 31, 2019.

**Suggested Motion:** I move that the Library Board of Directors approve the corrected interlocal cooperation agreement with the Olathe Public Library through December 31, 2019.

**ADDENDUM TO THE INTERLOCAL COOPERATION AGREEMENT  
BETWEEN THE BOARD OF DIRECTORS OF THE JOHNSON COUNTY  
LIBRARY AND THE OLATHE PUBLIC LIBRARY ADVISORY BOARD FOR  
AUTOMATED CIRCULATION, PATRON, AND BIBLIOGRAPHIC SERVICES**

This Renewal Memorandum (the "Renewal" hereinafter) is made this ~~9<sup>th</sup>~~-10<sup>th</sup> day of ~~January~~~~February~~ 2019~~8~~, by and between the Board of Directors of the Johnson County Library ("JCL" hereinafter) and the Olathe Public Library Advisory Board ("OPL" hereinafter) to amend the Interlocal Cooperation Agreement between the parties on the sharing of automated services (the "Agreement" hereinafter).

The parties agree as follows:

1. Memorandum of Renewal. On May 17, 1989, the parties entered into the Agreement and have renewed it on an annual basis since that date. The Agreement has been amended and supplemented several times. The Agreement, as amended and supplemented, has worked well for the parties, is of substantial benefit to the patrons of both institutions, and the parties accordingly renew said Agreement, as amended and supplemented, under the existing terms, pursuant to paragraph II.2, for the period of January 1, ~~2018~~2019 through December 31, ~~2018~~2019 with Sections 10 and 10A as set forth below.
2. Amended Section 10 of the Agreement. Section 10 of the Agreement, as amended, reads as follows:
  10. ACCESS TO INFORMATION IN BIBLIOGRAPHIC AND CIRCULATION DATA BASE: SERVICE FEES.
    - A. Access to Information. JCL and OPL agree that, subject to paragraph 11, full access shall be allowed to information stored in the JCL automated system relating to books and library materials at both libraries and relating to the holdings, availability and circulation status of such books and library materials. The parties agree to use the JCL automated system to permit patrons of one library system to "reserve" an item in the other library's collections. Staff from OPL and JCL has developed procedures for the delivery of such material.
    - B. Internet Access Service. JCL and OPL agree that JCL no longer provides OPL with Internet Access Service and that no fee is accordingly charged for that service.
    - C. Service Fees. The parties agree that OPL will pay to JCL a service fee in the amount of 23% of Integrated Library System Coordinator services costs, 23% of .5 FTE for E-content Selector negotiation services, plus 23% additional costs for database subscriptions for the

period of January 1, ~~2018-2019~~ through December 31, ~~2018~~2019. If additional services are added throughout the year, additional service fees will be assessed at the 23% rate.

- D. Confidentiality of Records. JCL and OPL both have regulations or policies in place that protect the confidentiality of their respective patrons' library records. JCL and OPL mutually and reciprocally agree to maintain the confidentiality of their respective patrons' library records and to make no disclosure of the other institution's confidential library patron records.

3. Amended Section 10A of the Agreement. Section 10A of the Agreement, as added by way of addendum approved December 17, 2003, shall read as follows:

10A. LEASE OR PURCHASE OF DATA BASES AND E-CONTENT FOR REMOTE USE. JCL and OPL agree to act in concert to lease or purchase databases and e-content for remote use by their patrons on the terms set forth in this paragraph 10A.

- A. Each library shall be financially responsible for its share of the cost of leasing or purchasing such data bases and e-content as follows:

1. OPL will be responsible for 23% of the total cost in ~~2018-2019~~ plus additional costs associated with OPL being made a party to any applicable leases.
2. JCL will be responsible for 77% of the total cost of leasing or purchasing such databases in ~~2018~~2019.
3. In ~~2017~~2019, databases will be billed from 10/1/~~17-18~~ – 9/30/~~18-19~~ and will continue billing on an October – September cycle thereafter.
4. In ~~2018~~2019, e-books will be billed from 10/1/~~17-18~~ – 9/30/~~18-19~~ and will continue billing on an October – September cycle thereafter.

- B. JCL shall provide OPL with the following services at no additional cost: JCL staff shall provide the necessary equipment and software to perform use authentication; and JCL staff shall provide support desk services relating to remote data base and e-content access.

OPL will pay 23% of .5 FTE for E-content Selector to negotiate data base and e-content contracts on behalf of JCL and OPL.

- C. OPL shall appoint a representative to assist in the selection and licensing of databases leased or purchased for remote use pursuant to the terms of this Agreement.
- D. In the event of severance of the Inter local Agreement between JCL and OPL, 23% of the mutual e-book and e-audio book content will remain the property of OPL. The specific titles retained will be determined by OPL.

4. Added Section 10B of the Agreement. Section 10B of the Agreement, as added by way of addendum approved July 21, 2004, shall read as follows:

10B. USE OF COMPUTER RESERVATION SERVICE. JCL agrees to allow OPL to access and use its online computer reservation system. This service will be provided to OPL by JCL, and JCL will be the sole owner of all hardware, software, and other components related to the proper operation of the system. JCL will provide regular maintenance to all components of the service. The agreed support fee for this service is included in the fee set forth in paragraph 10.A above.

5. Addendum to Section 10C of the Agreement Section 10C of the agreement, as added by way of addendum approved December 15, 2010, shall read as follows:

10 C. LEASES OR PURCHASE OF WEB CATALOG INTERFACE.  
JCL and OPL agree to act in concert to lease or purchase a presentation layer interface to provide public access to the Bibliographic and Patron account database via the Web on the terms set forth in this paragraph 10C.

- A. Each library shall be financially responsible for its share of the costs of leasing or purchasing a presentation layer interface as follows:
  - 1. OPL will be responsible for 23% of the total cost in ~~2018~~2019, plus additional costs associated with OPL being made a party to any applicable leases.
  - 2. JCL will be responsible for 77% of the total cost of leasing or purchasing such an interface.

- B. JCL shall provide OPL with the following services at no additional cost: JCL staff will be responsible for negotiation of contracts or leases with interface vendors; JCL staff shall provide the necessary equipment and software to perform authentication and interface with the ILS; and JCL staff shall provide support desk services relating to online interface access.
- C. JCL and OPL shall appoint members to a committee that will select and mutually agree upon an interface to be leased or purchased pursuant to the terms of this Agreement.

COURIERS JCL shall pay 77% of Monday through Saturday courier service between OPL and JCL.

**IN WITNESS WHEREOF**, the parties have hereunto set their hands.

ADVISORY BOARD OF THE  
OLATHE PUBLIC LIBRARY

BY: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

BOARD OF DIRECTORS OF THE  
JOHNSON COUNTY LIBRARY

BY: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Briefing Sheet

**To:** Johnson County Library Board  
**From:** Sean Casserley, County Librarian  
**Date:** 1/10/2019

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**Issue:** Requesting the temporary closing of Corinth Library for up to six days in February for installation of the sorter.

**Background:** The Comprehensive Library Master Plan (CLMP) sorter installation project at Corinth will require construction work on the main entrance of the library to reconfigure the exterior and interior book returns, to install the sorter, and to provide electricity to the sorting system. This requires at least three companies to have access to the entrance area for construction for approximately four days of work. The main entrance is the only ADA accessible entrance to the facility and construction would considerably obstruct and create hazardous access to the library.

The exact dates are currently unclear and will become clear as the project is scheduled. We are requesting five days in case the project runs into unforeseen complications. Should the project take less time, we will open the library earlier.

**Alternatives:** 1) Approve the closure of Corinth Library 2) Explore alternatives to installation during library hours or providing limited library services.

**Recommendation:** Approval of the closure of Corinth library for up to six days in February for construction and installation of a materials sorter.

**Suggested Motion:** I move that the Library Board of Directors approve the closure of Corinth library for up to six days in February 2019 for installation of a sorter.

**To:** Johnson County Library Board of Directors  
**From:** Sean Casserley, County Librarian  
**Date:** January 10, 2019

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**Issue:** A memorandum of understanding between Johnson County Library and Northwest Kansas Library System.

**Analysis:** The purpose of the MOU is to outline an agreement between Johnson County Library and the Northwest Kansas Library System to coordinate shared resources that support the 6 by 6 Ready to Read early literacy initiative across Kansas.

**Alternatives:** No alternative to recommend at this time.

**Legal Review:** Reviewed by legal counsel.

**Recommendation:** Approval of the MOU between Johnson County Library and Northwest Kansas Library System through December 31, 2019.

**Suggested Motion:** I move the Johnson County Library Board approve the MOU between Johnson County Library and Northwest Kansas Library System through December 31, 2019.

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
JOHNSON COUNTY LIBRARY  
AND  
NORTHWEST KANSAS LIBRARY SYSTEM**

**Purpose:**

The purpose of the Understanding is to outline an agreement between Johnson County Library and Northwest Kansas Library System. The Understanding is designed to coordinate shared resources that support the 6 by 6 Ready to Read early initiative across Kansas.

**Agency Roles and Responsibilities**

***Johnson County Library will:***

1. Provide 6 by 6 Ready to Read images in electronic format
2. Provide examples of previously created 6 by 6 Ready to Read promotional materials as needed
3. Provide input and assistance that falls within the scope of the Early Literacy Coordinating Librarian for the duration of this Understanding when requested

***Northwest Kansas Library System will:***

1. Arrange for the design, printing, and distribution of 6 by 6 Ready to Read materials across Kansas.
2. Act as clearinghouse for all funds pertaining to this initiative
3. Work with member libraries and schools to ensure equitable distribution of materials
4. Provide training to member libraries and schools to maintain integrity of the 6 by 6 Ready to Read initiative

**Duration of Understanding:**

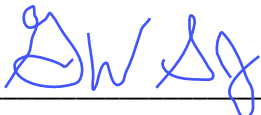
The duration of this Understanding is from January 1, 2019 to December 31, 2019.

**Cancellation and Termination:**

Both parties mutually agree that this Understanding have been duly authorized by Johnson County Library representation and Northwest Kansas Library system to execute this Understanding.

**Signatures:**

The parties to this Understanding have been duly authorized by Johnson County Library and Northwest Kansas Library system representation to execute this Understanding.



George Seamon, Director, Northwest Kansas Library System

12/17/2018

Date

T. Sean Casserley, County Librarian, Johnson County Library

Date

### Briefing Sheet

**To:** Library Board of Directors  
**From:** Sean Casserley, County Librarian  
**Date:** January 10, 2019

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**Issue:** Consider approving a Memorandum of Understanding (MOU) between the Johnson County Library (JCL) and the City of Merriam stating the intent of JCL and the City of Merriam to cooperate in locating and constructing a new approximately 16,000 square foot library facility on a legally described site in the Vavra development.

**Background:** The Johnson County Library Board of Directors approved the 2015 Comprehensive Library Master Plan (CLMP) in April 2015 and in August 2015 the Board of County Commissioners (BOCC) approved funding for the CLMP through an increase of 0.75 mills for the Library mill levy. In March 2018, the Library Board of Directors approved an alternate construction timeline, placing the New Antioch project as the next priority (after Lenexa City Center and Monticello). In August 2018, the City of Merriam commenced construction on its Community Center project, located north of 62<sup>nd</sup> Terrace and between Slater St. and Ikea Way, which will combine City facilities with cultural, social and civic opportunities for its citizens. The City is willing to provide land for the relocation and construction of the new Antioch library on an agreed site. The City has approved the Memorandum of Understanding to outline the parties' intent and to identify the basic terms and conditions under which the library could be located at the Community Center/Vavra development project.

**Analysis:** The Memorandum of Understanding has been formally approved and executed by the City of Merriam. Under the MOU, the JCL agree to locate and build a new library at a site legally described on Exhibit A of the MOU, and the City agrees to sell the land to JCL for the library for the sum of \$1.00. Within 180 days of the execution of the MOU, the Library and the City of Merriam intend to enter into a detailed Land Conveyance agreement. The conveyance will occur within 30 days of approval of resolutions to issue bonds by the Public Building Commission (anticipated in 2021). Development plans and approvals are intended to be submitted and reviewed between now and the final conveyance. The construction of the library will occur under a planned timeline, with construction anticipated to start in 2021. The Library Board plans to ultimately sell the property at the current Antioch Library, also located in Merriam.

**Alternatives:** 1) Approve the Library MOU with the City of Merriam. 2) Not approve the Library MOU with the City of Merriam.

**Legal Review:** JCL Counsel has reviewed the MOU.

**Recommendation:** Approve the Library / City of Merriam MOU.

**Suggested Motion:** I move that the Board approve the Memorandum of Understanding between the Johnson County Library and the City of Merriam to locate and build a library branch in the Vavra development site.

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (the "MOU") is entered into this \_\_\_\_ day of \_\_\_\_\_, 2018, by and between the City of Merriam, Kansas with its principal office located at 9001 W. 62nd Street, Merriam, Kansas 66202 ("CITY") and the Board of Directors of Johnson County Library, Johnson County, Kansas, with administrative offices located at 9875 W. 87<sup>th</sup> St., Overland Park, Kansas 66212 ("JCL").

### RECITALS

WHEREAS, the CITY is a municipal corporation organized under the laws of the state of Kansas; and

WHEREAS, JCL is a quasi-municipal corporation organized under the laws of the state of Kansas and is authorized to enter into this MOU by the powers vested in it by K.S.A. 12-1223 *et seq.*; and

WHEREAS, the CITY is the owner of real property located west of Slater Street and east of Ikea Way (the "Property") which is on land that is currently used as Lucyann C. Vavra Memorial Park and is legally described on Exhibit A, which is entitled "Legal Description of the Property to Be Conveyed by the City of Merriam to the Board of Directors of the Johnson County Library," and which is attached hereto and incorporated herein by reference; and

WHEREAS, the CITY has proposed a redevelopment plan for a project area contiguous with the Property, referred to as the Vavra Park Project ("Vavra Development"), which will be a development incorporating a community center, outdoor aquatic center, and shared parking structure serving the Vavra Development and which may include infrastructure improvements on the Property in contemplation of the redevelopment plan for such project area; and

WHEREAS, in a letter dated December 4, 2017, the CITY invited JCL to explore moving the current Antioch branch library and constructing a new library branch on the Property within the Vavra Development; and

WHEREAS, location of a new library -branch within the Vavra Development provides a unique and beneficial opportunity for both parties and for the community; and

WHEREAS, the parties desire to enter into this MOU setting forth their intentions with respect to their responsibilities to each other and this MOU memorializes the same subject to the terms, conditions and subsequent agreements as described herein.

NOW, THEREFORE, for the mutual promises and covenants contained herein, the parties agree as follows:

1. **PROJECT.** JCL intends to construct an approximately 16,000 square foot library branch that provides library services to the general public on the Vavra Development site (the "Project"). The Project will be constructed of high quality materials and will be architecturally compatible with the Vavra Development components. A general site plan depicting the location of the Project is marked as "Future Library Site" on Exhibit B attached hereto and incorporated herein by reference.

A. Development Review Process. JCL agrees to submit to the land use, development and building permit review and approval process related to the Project in accordance with the CITY's Code of Ordinances.

B. Parking. JCL shall utilize shared parking in the 66,800 sq. ft. shared parking structure serving the Vavra Development (the "Parking Structure") to satisfy the daily parking needs of the Project. The Parking Structure shall be constructed by the CITY at no cost to JCL as part of the Vavra Development and will provide free parking to the public. The parties will enter into a subsequent agreement setting forth the terms and conditions under which JCL will participate in an annual payment to assist with the maintenance of the Parking Structure. It is anticipated that the payment will be allocated in proportion to JCL's projected and then actual estimated use of the Parking Structure; the payment will not include any costs relating to the cost of construction. The fee will be adjusted every five years based upon the agreement of the parties as to JCL's estimated use of the Parking Structure for the previous year.

2. **LAND CONVEYANCE.** The CITY will sell the Property to JCL for the sum of \$1.00, to allow JCL to construct the Project defined herein.

A. Public Purpose. The CITY finds that use of the Property by JCL for a public library is a good public use and further finds that such Project and the patrons thereof will be beneficial to the City and the City's Vavra Development.

B. Value. The Property shall be sold for the sum of \$1.00 by the CITY to JCL for this Project consistent with the provisions of this MOU.

C. Conveyance.

(1) JCL, may, but is not obligated to, secure Title Insurance and/or an ALTA Survey on the Property, but shall do so at its expense.

(2) The CITY and JCL intend to enter into a Property Conveyance Agreement within one hundred eighty (180) days after execution of the MOU. The conveyance (or "Closing") will occur within thirty (30) days of the date upon which the Public Building Commission of Johnson County, Kansas is to meet to adopt resolutions to issue bonds in conjunction with the Project. To facilitate the development and building plan approvals, the CITY shall grant JCL the right to

make application for all of its development plan approvals and building permit submission prior to Closing.

(3) Closing is anticipated to occur in calendar year 2021. At Closing, the Parties shall prorate the ad valorem real estate taxes and special assessments on the Property as of the date of Closing. This MOU imposes no responsibility on JCL for payment of any ad valorem real estate and special assessments on the Property JCL would not otherwise be obligated by law to pay.

D. TIF District Has No Legal Effect on the Property. The parties acknowledge that portions of the Property that will be conveyed by the City to the Library lie in a tax increment financing district ("TIF District") created by the City. The City agrees no redevelopment project plan has been approved for the Property and the City will not undertake any approval of redevelopment project plan for the Property. The City further agrees that JCL shall in no way have any obligations arising under the TIF District for the Property and that the City shall indemnify and hold the Library harmless on any claims arising from such portions of the Property lying within the TIF District. Any depiction of a TIF District boundary line shown on the Future Library Site plan or other diagram shall have no effect on the Library or cause the Property to become subject to any TIF District.

**3. SCHEDULE.** JCL agrees to diligently pursue the Project subject to written agreement of the Parties addressing the Project's timeline. Provided JCL is diligently prosecuting the work, JCL shall not be in default so long as it is making reasonable progress in accordance with a timeline agreed upon by the JCL and CITY staff.

**4. OBLIGATIONS TO PROCEED.** The obligation of the parties to proceed beyond this MOU is dependent upon the following:

A. The CITY Governing Body must approve this MOU and comply with the provisions of K.S.A. 12-1301;

B. The Library Board of JCL must approve this MOU and then, pursuant to K.S.A. 12-1223, submit the MOU for ratification and approval by the Board of County Commissioners of Johnson County, Kansas;

C. CITY and JCL entering into a mutually agreeable Property Conveyance Agreement, which will then be submitted to the Board of County Commissioners of Johnson County, Kansas for ratification; and

D. JCL obtaining all applicable CITY development approvals.

**5. NO LIMITATION OF POWER.**

A. Nothing in this MOU shall be construed as a limitation on the ability of the CITY to exercise its governmental functions or to diminish, restrict or limit the police

powers of the CITY granted by the Constitution of the state of Kansas and the United States, statutes, or by general law.

B. Nothing in this MOU shall be construed as a limitation on the powers, rights, authority, duty and responsibility conferred upon and vested in JCL by the laws and Constitution of the state of Kansas and the United States.

**6. COOPERATION.** The Parties agree to exercise good faith and cooperate with each other to finalize and execute all documents and agreements necessary to complete the Project as contemplated herein and as required by CITY code or state law.

**7. NOTICES.** Any notice, request, approval, demand, instruction, or other communication to be given to either party hereunder, unless specifically stated otherwise herein, shall be in writing and shall be conclusively deemed to be delivered (i) when personally delivered, (ii) when deposited in the U.S. mail, sent by certified mail return receipt requested, (iii) when sent by overnight courier, or (iv) when sent by facsimile with a confirmed receipt, but in all cases addressed to the parties as follows:

To JCL: Sean Casserley, County Librarian  
Johnson County Central Library  
9875 W. 87<sup>th</sup> St.  
Overland Park, KS 66212  
Phone: 913-826-4600  
Fax: 913-826-4730  
Email: CasserleyS@jocolibrary.org

With a Copy to: Fred J. Logan, Jr.  
Logan, Logan & Watson  
8340 Mission Rd., Suite 106  
Prairie Village, KS 66206  
Phone: 913-381-1121  
Fax: 913-381-6546  
Email: flogan@loganlaw.com

To CITY: Meredith Hauck, Assistant City Administrator  
City of Merriam  
9001 W. 62nd Street  
Merriam, KS 66202  
Phone: 913-322-5515  
Fax: 913-322-5505  
mhauck@merriam.org

With a Copy to: Nicole Proulx Aiken, City Attorney  
City of Merriam  
9001 W. 62nd Street

Merriam, KS 66202  
Phone: 913-568-5219  
Fax: 913-322-5505  
naiken@merriam.org

**8. TERMINATION.** Unless otherwise amended in writing, this MOU shall automatically terminate and be of no further force and effect upon the earlier of:

- A. Failure of JCL to obtain all applicable development approvals;
- B. Execution of a subsequent Development Agreement or similar instrument that expressly terminates this MOU;
- C. Failure of JCL to submit for a building permit within one hundred eighty (180) days after obtaining all applicable development approvals;
- D. Failure of JCL to commence vertical construction of the Project on or before forty-five (45) days following issuance of building permit unless mutually agreed upon in writing by the Parties;
- E. Completion of the Project as contemplated in this MOU; or
- F. Mutual Agreement of the Parties to terminate the MOU as evidenced in writing signed by both parties.

**9. GENERAL MATTERS.**

- A. This MOU shall be governed by and construed under the laws of the state of Kansas.
- B. Neither party shall assign this MOU without the written consent of both parties.
- C. The recitals set forth above are true and correct and are incorporated herein by reference and made a part of this MOU. This MOU constitutes the entire agreement between the Parties and supersedes all prior agreements, whether written or oral, covering the same subject matter. This MOU may be modified or amended only upon written instrument executed by the parties required to consent to such amendment.
- D. No member of the Governing Body, official or employee of the CITY shall be personally liable to JCL, or any successor in interest to JCL, pursuant to the provisions of this MOU or for any default or breach of the MOU by the CITY.
- E. No member of the Board of Directors, official or employee of JCL shall be personally liable or obligated to perform the obligations of JCL, pursuant to the provisions of this MOU or for any default or breach of the MOU by JCL.

F. The signatories to this MOU covenant and represent that each is fully authorized to enter into and to execute this MOU on behalf of the above named party.

G. It is agreed that nothing in this MOU is intended to, nor does it create or establish a joint venture between the CITY and JCL, or as constituting any agency relationship.

H. Nothing contained in this MOU shall be construed to confer upon any other party the rights of a third party beneficiary.


The parties have executed this MOU on the date first written above.

[Signature Pages Follow]

**CITY OF MERRIAM, KANSAS**

By:   
Ken Sissom, Mayor

Attest:

  
Juliana Pinnick, CITY Clerk

Approved As To Form:

  
Nicole Proulx Aiken, CITY Attorney

**BOARD OF DIRECTORS OF JOHNSON  
COUNTY LIBRARY**

By: \_\_\_\_\_  
Bethany Griffith  
Vice Chair

Attest:

\_\_\_\_\_  
JR Riley  
~~Treasurer~~

Approved As To Form:

\_\_\_\_\_  
Fred J. Logan, Jr., Board Attorney

## **EXHIBIT A**

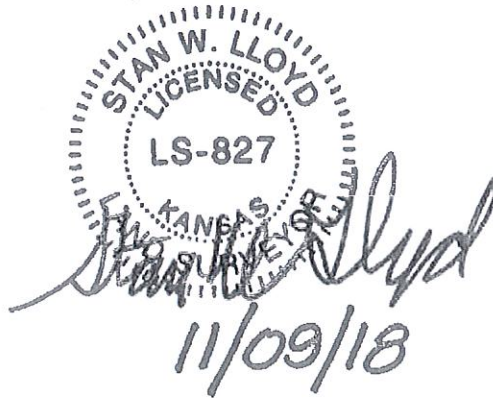
Legal Description of the Property to Be Conveyed by the City of Merriam  
to the Board of Directors of the Johnson County Library

November 9, 2018

**EXHIBIT A**  
**DESCRIPTION FOR FUTURE LIBRARY LITE IN MERRIAM, KANSAS**  
**PART OF LOT 1, VAVRA**  
**CITY OF MERRIAM, JOHNSON COUNTY, KANSAS**

All that part of Lot 1, VAVRA, a subdivision of land in the City of Merriam, Johnson County, Kansas, more particularly described as follows:

Commencing at the most Easterly Southeast corner of said Lot 1, said point also being on the West right-of-way line of Slater Street, as now established; thence N 2° 01' 52" W, along the East line of said Lot 1 and along the West right-of-way line of said Slater Street, a distance of 175.86 feet, to the point of beginning; thence S 87° 57' 16" W, a distance of 212.79 feet; thence N 2° 05' 17" W, a distance of 147.08 feet; thence N 23° 19' 56" E, a distance of 91.91 feet; thence S 70° 02' 51" E, a distance of 187.18 feet, to a point on the East line of said Lot 1 and the West right-of-way line of said Slater Street; thence S 2° 01' 52" E, along the East line of said Lot 1 and along the West right-of-way line of said Slater Street, a distance of 160.00 feet, to the point of beginning, containing 41,270 square feet, more or less, equal to 0.947 acres, more or less.



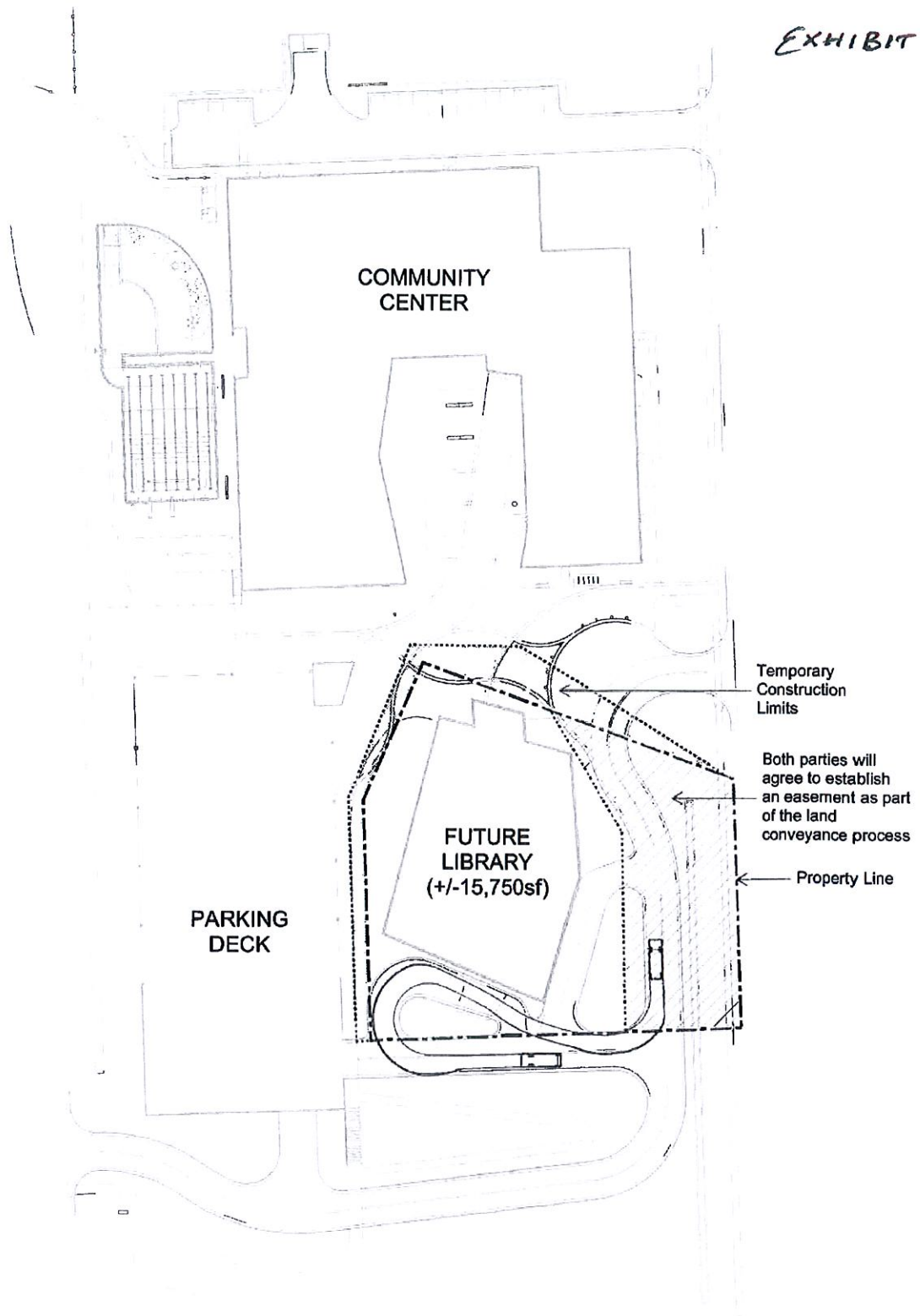


McClure Engineering Company  
11250 Corporate Avenue  
Lenexa, Kansas 66219  
www.mccresults.com


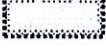

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Library.docx

## **EXHIBIT B**

Future Library Site



**PLAN KEY**

-  Both parties will agree to establish an easement as part of the land conveyance process
-  Temporary Construction Limits
-  Library Property Line



**FUTURE LIBRARY SITE**

